Special Collections Management Policy

Terms of Reference

This policy provides an overview of the basic principles and procedures governing the management of Special Collections within Liverpool Hope University (LHU) Library and is supported by other policy documents, namely, the Library's Collection Management Policy, the Library Development Plan and the Special Collections Preservation Policy. The purpose of this policy is to provide information and guidance to library and academic staff, students, other library users and the wider scholarly community as to the principles governing the development and management of collections within Liverpool Hope University Archives & Special Collections, referred to hereafter as *Special Collections*.

Purpose

The Library is a key resource in the scholarship activities of the University with an essential role in supporting the research and teaching activities of both Hope staff and students, and external researchers in line with the University's strategic and academic goals. The Library Development Plan identifies the collection and maintenance of scholarly collections as key to the support provided for researchers. Special Collections aims to:

- Seek to acquire, preserve and make accessible special collections that support the research and teaching activities of LHU staff and students, and external researchers for the benefit of scholarship
- Ensure that the collections develop and evolve to reflect the research activities and centres. This will require the engagement of and guidance from academic staff and Rectorate Team
- Create suitable environments to house these collections especially those that may be rare, fragile or valuable
- Exploit the range of formats that materials may be available in and provide appropriate equipment and support e.g. microfiche/film reader
- Exploit technology to promote and improve access to and discoverability of the library collections, such as, the Library website, the Library Catalogue and other online databases e.g. Archives Hub
- Ensure that best value for money is achieved from the University's investment in Special Collections including preservation and use in teaching

Definitions

The Library holds a number of special collections which by virtue of the uniqueness or rarity of the items contained within them, their physical form, content or other special significance, are

distinguished from the general stock of the Library and receive special treatment in terms of housing, management, cataloguing, consultation, and preservation. They form part of the local, national, and international documentary heritage held in trust for the benefit of present and future generations.

An item or collection of items is normally designated as, added to, or acquired by Special Collections if it fulfils the first and one or more of the following criteria:

- it complements, enriches or builds on the subject strengths of existing special collections
- it has been identified as supporting LHU teaching and research needs
- it is of intrinsic local, national or international heritage significance
- it is written in manuscript format
- it is a rare printed work
- it is intrinsically archival in form and content (including artefacts, microfilm/fiche and photographs)
- it enhances the reputation of or is of special local or historical significance to LHU
- its physical format, fragility, vulnerability, sensitive nature or other characteristics requires special storage, access, handling and management conditions

A rare book is one that is valued for its physical characteristics as much as or more than for its intellectual content. At Special Collections an item is defined as 'rare' if it falls into one of the following categories:

- created before 1801
- of significant provenance
- of special bibliographic significance e.g. first edition, limited edition, private press books
- of cultural or historical significance e.g. inscribed items, scarcity value, intrinsic characteristics
- in fragile or vulnerable condition
- of significant market value and susceptibility to theft

The term 'archival' or 'archive' is defined here as in the Special Collections Preservation Policy (p.2) and can refer not only to hand-written documents on paper such as letters and diaries, but also printed matter such as an organisation's minutes of meetings, photographs, audio-visual material, maps, plans and drawings.

The Collections

Scope

Special Collections develops, administers and makes accessible materials of widely differing form and content. The scope of collections can be summarised as follows:

Archives:
University Founding Colleges Archives: these include St. Katharine's College (formerly Warrington Training College), Mount Pleasant Training College (deposited by the Sisters of Notre Dame) Liverpool Institute of Higher Education and Liverpool Hope University events ephemera (excluding University administrative records and born-digital archives).

Other archives: Nugent Care Archive – Personal papers and correspondence of Father James Nugent (1822-1905) and Father John Bennett (1891-1965) concerning the homeless and destitute children of Victorian Liverpool, child welfare, and the end of child emigration to Canada.
Stuart Blanch Archive - Notes from his student days at Wycliffe Hall, Oxford, notes for sermons, lectures, talks and speeches made while Bishop of Liverpool (1960-1966) and Archbishop of York (1975-1983) and transcripts of various broadcasts and press articles.

Manuscripts: the Radcliffe and Gradwell Collections contain a number of medieval illuminated manuscripts on parchment, from the 15th and 16th centuries, and fragments of manuscript on vellum dating from the 9th century.

Rare Books: Printed material from the 15th century to the end of the 18th century, including 29 incunabula dating from the emergence of printing in the mid-15th century until 1501 and some post-1801 items deemed appropriate for special treatment e.g. private press editions, copy-specific editions, and named collections considered of particular merit. Post-1801 materials of value, rarity or conservation need are also held in Special Collections.

Printed ephemera: The Andrew Walls Centre for the Study of African and Asian Christianity comprises an eclectic range of materials including books, periodicals, pamphlets, photographs, archival material and printed ephemera of unique origin. There are materials in many different languages and dialects.

Microfilm and Microfiche: The Andrew Walls Centre holds some Church Missionary Society archives and Wesleyan Methodist Missionary archives on microfilm and microfiche. Special collections also has the diaries, letters and other documents on microfilm from the Cardinal Newman archive held at the Oratory of St. Philip Neri, Birmingham.

Art and artefacts: The Andrew Walls Centre comprises some art and artefacts collected from around the World donated by J.F. Butler and Prof. Andrew F. Walls relating to the printed material held in the collection. Special Collections does not encourage the acquisition of artefacts or works of art unless they are a small part of a much larger archive or special collection.

For more detailed information about Hope's special collections see the Library website
http://www.hope.ac.uk/lifeathope/libraryandlearningspaces/specialcollections/

http://www.hope.ac.uk/gateway/library/specialcollections/

Extent and storage

Liverpool Hope University is both custodian and owner of a number of special collections in a variety of different locations. The majority of special collections material is housed in the Markland building, accessed via The Sheppard-Worlock Library, which contains the environmentally controlled British Standard vault housing manuscripts, rare books and some archival material, the Reading Room for consulting special collections, the open access room with lockers and coat storage and the Andrew Walls Centre on the first floor accessed through the Reading Room. The collections located in this area and governed by this policy are as follows:

- Gradwell Collection
- Radcliffe Collection
- Andrew Walls Centre for the Study of African and Asian Christianity
- Talbot Library – pre-1801 material
- Liverpool Hope University Special Collection

The criteria for material from these collections requiring storage in the British Standard vault are:

- rare or fragile items that need to be stored with a controlled environment to ensure preservation
- unsorted archival material potentially containing restricted sensitive information
- valuable items which need to be housed in a secure location

Some donated special collection material has been integrated into the main collection where it is felt they complement and enhance the existing collection and will be best exploited by users e.g. Liverpool Excellence Collection and Merseyside CND Collection. However, there are a number of discrete collections housed in The Sheppard-Worlock Library that have not been integrated due to one or more of the following stipulations:

- terms relating to the contract of loan or gift
- housing restrictions due to the layout of the building
- type of shelving requirements dictated by level of use i.e. compact stacks for low-level use material

These collections are governed by the Library's Collection Management Policy and managed by the library staff. These collections are listed as follows:

- Education Research Collection (Ed Stack)
- Talbot – (post 1800) including Loughlin
- Millennialism
- Picton
- Catholic Chaplaincy
- Cornwell

- Sisters of Notre Dame
- Father Marmion
- Peter Wilkinson
- John Elford
- Derek Worlock
- Reg Davies

The archives relating to the University's founding colleges are located in the first floor stack in The Sheppard-Worlock Library, accessible by library staff only. The other archives, including Nugent Care, Stuart Blanch and any unsorted archival material from the Andrew Walls Centre are housed in the vault.

Collection Development

The Special Collections Management Policy aims to give clear guidance to potential donors about the kind of material that Liverpool Hope University seeks to acquire, the procedure in which to do so, and how the collections are managed and accessed.

We seek to acquire by gift, bequest, purchase or loan, from private individuals or organisations, books, archives, manuscripts and other primary resource materials in support of the teaching and research mission of the University and which enhances the international research value of its collections. In general, items or collections are not accepted if they do not fit the strengths or profile of existing collections. New acquisitions will not be considered unless appropriate resources to maintain and support the collection are also available. Financial donations to support the purchase, storage, cataloguing and preservation of the collections are also warmly welcomed.

Collection strengths

[This section is under advisement from academic staff]

Gradwell Collection

- Roman Catholic studies
- Recusant history (particularly in the NW)
- Works of John Henry Newman
- St. Thomas Aquinas
- Vatican II

Radcliffe Collection

- Liturgy – during the Reformation
- Early bible translations and commentaries
- Christopher Wordsworth family collection

Andrew F. Walls Centre for the Study of African and Asian Christianity

- Mission studies
- History of mission and missionary activity
- Mission theology
- History of religions
- Methodism
- Wesleyan Missionary Society
- Non-Western Christian art

Guidelines for gifts, bequests and loans

Donations form an important role in the acquisition of special collections and can range in scale from one or two books donated by a visitor to entire libraries or collections. Special Collections will take account of the collecting policies of other institutions acquiring the same or related subject areas and will consult with such organisations where conflicts of interest may arise to avoid unnecessary duplication and a waste of resources. Other practical considerations must also be taken into account. Donations will not be accepted if:

- there are signs of mould and/or pest infestations
- they are of a particularly specialist nature, requiring skills or equipment beyond our available resources to preserve, exploit or interpret e.g. video or audio cassettes that need technology, now obsolete, to access
- they comprise wholly or largely of photocopies or facsimiles of original material except in exceptional circumstances e.g. if the original has been destroyed and no other version exists. This is to ensure compliance with UK Copyright Law
- they are PhD theses without a signed consent form from the author
- if suitable space is not available

Special Collections is pleased to accept donated material as a gift or long-term loan on the understanding that:

- All gifts of material become the property of LHU
- A legal agreement will be signed by both parties
- Ownership of legal title may need to be established first
- Copyright and data protection legislations are adhered to
- Material may be reproduced, as digitised surrogates or online (social media, Moodle), for the purposes of teaching, academic research and the promotion of LHU and Special Collections (within the boundaries of copyright law) unless otherwise stipulated in the loan agreement

- Special Collections reserves the right to return or dispose of printed material that is in poor physical condition, duplicates existing stock, except duplicates with a significant provenance, or falls outside the scope of special collections as defined in this policy
- In line with the formal agreement between Liverpool Hope University and the donor/depositor duplicates may be disposed of and any monies gained through the sale of items may be used as agreed at the time of transfer e.g. for preservation of the collection
- Donated items for integration into existing collections will be accessioned by the Library Collections Team to enable a list of contents to be created to ensure easy retrieval of the original donation
- A commemorative bookplate will be inserted in all printed volumes of the gifted items, if the donor so wishes
- Gifted manuscripts or archival material will normally be catalogued and housed as a separate archive, but individual items may be added to existing collections
- A note of the provenance will be included on the catalogue record for archival collections or single items where appropriate.

Small donations will be assessed by the Director of Library and Learning Spaces, the Special Collections Librarian and/or the appropriate Faculty Librarian(s). Academic staff with appropriate subject knowledge may also be consulted. Decisions will then be made whether to accept the donation, where it will be located in the library and who will manage the donation i.e. added to a specific special collection, form a discrete collection or integrated into the main collection. Bookplates can be added to donated items to recognise the donor.

Larger scale donations would be referred by the Director of Library and Learning Spaces to University Senior Managers and there would normally be a visit to assess the collection by library staff and appropriate academic staff with subject expertise. A recommendation would then be made to Rectorate Team as to the value of the collection and its relevance to Hope's research interests. The recommendation would also include any costs that would be incurred e.g. removal costs, bookplates, staffing to catalogue and process, and information about the location and accommodation requirements.

A formal agreement indicating whether the materials are a gift or on loan to the University must be signed by the donor before a collection is accepted. The terms of the agreement can be reviewed by the donor and adjustments made subject to the approval of the Director of Library and Learning Spaces and the Legal Services Officer.

Collection Management

Roles and responsibilities

Rectorate Team: Approve the acquisition of new collections and consider request for funding for activities such as cataloguing.

*Academic*s: Appropriate academics input their subject knowledge for promoting the use of special collections in teaching and learning and in supporting the PGR programme. They may also assist when a new collection is being considered and to prioritise stock for cataloguing and preservation.

Director of Library and Learning Spaces: The Director oversees all collection activity within the library team working closely with Rectorate Team and academic staff.

Special Collections Librarian: It is the role of the Special Collections Librarian to enable physical and intellectual access to the special collections while at the same time ensuring their long-term preservation. She also provides advice and support to academic colleagues on all aspects of special collections.

Faculty Librarians: Faculty Librarians whose subjects are contained in Special Collections work with the Special Collections Librarian to support the use and promotion of the collections.

Collections Team: Under the supervision of the Collections Librarian, the Collections Team is responsible for accessioning new acquisitions and receipting donations and loans for the purposes of retrieval.

Student Workers/ volunteers: Assist with a range of tasks including processing, book cleaning, checking for duplicates, and stock moves.

Interns/ temporary cataloguers: Undertake project work on specific collections and/or archives.

The Library does not currently have an archivist.

Staff Development

Staff are supported to attend local and national training and CPD events. A report is written to share any feedback with the rest of the team and these are discussed at the Librarians Meeting. Attendance at other appropriate meetings and forums is also encouraged e.g. North West Academic Libraries (NoWAL), Northern Collaboration, Rare Books Group (Northern), and Merseyside Archives Liaison Group (MALG).

Budget Allocation and Monitoring

The Library Budget Allocation model includes an allocation for Special Collections materials. This allocation is used to fund the following:

- On-going Gradwell journal subscription renewals
- Preservation
- Student workers
- Materials required to support the acquisition of purchased and donated special collections e.g. bookplates, processing materials

Cataloguing

Current cataloguing initiatives aim to make information relating to collections available online and, where resources allow, to retrospectively convert manual finding aids to searchable online catalogues.

Printed books

The cataloguing of post-1801 printed material in Special Collections conforms to recognised standards AACR2[1], MARC21[2] and local cataloguing rules. MARC21 format for bibliographic data is the presumed format for presentation and communication of machine-readable cataloguing. New acquisitions to the Andrew Walls Centre are catalogued, whenever available, to RDA[3] standards using imported records. However, there are currently no plans to upgrade existing records as this would not be good use of staff time. Manuscripts and early printed material (before 1801) are catalogued using the rare book standard DCRM(B)[4] and MARC21. This allows for additional descriptive bibliography, such as provenance, binding, and item condition to document more fully the book as artefact and to permit the identification of copy specific resources. We have a number of bibliographic publications and resources to help describe these elements correctly, although we have not adopted a controlled vocabulary.

The Special Collections Librarian is currently working on a Collections Framework to document details concerning accessioning, cataloguing, processing, storage and handling requirements and restrictions of use for each of the special collections.

[1] American Library Association, Chartered Institute of Library and Information Professionals and the Canadian Library Association (2006) *Anglo-American Cataloguing Rules*
[2] MARC21 www.loc.gov/marc/bibliographic
[3] Library of Congress (2016) *Resource Description and Access* www.loc.gov/aba/rda
[4] Association of College and Research Libraries and Library of Congress (2007) *Descriptive Cataloguing of Rare Materials (Books)*

Archives

Special Collections currently catalogues archives using Excel spreadsheets, making them available to download from the Library website. Staffing levels and user demand restricts us from producing full catalogues at series and file level to deal with the backlog of existing archival material, as this is very labour intensive work, however, we aim to provide an initial collection-level description for the collections. We also contribute collection-level descriptions to the Archives Hub database using EAD[5] with the aim of increasing the visibility of the archives to the wider research community.

Other formats

There are a large number of pamphlets and ephemera in the Andrew Walls Centre that are as yet unsorted and uncatalogued. The most appropriate way to organise and catalogue this material has not been established due to prioritisation of other formats, however, they are available to browse. The majority of digital resources in Special Collections are mainly digitised originals that are linked back to the original by their classmark used in the file name. Other digitised formats include microfiche and microfilm which have a catalogued collection-level description. Digitisation of special collections is an area for future consideration, at which point a suitable digitisation strategy will be developed and supporting policy provided.

Classification

Special Collections do not use the Dewey Decimal Classification (DDC) scheme as the collections cover very narrow subject areas and it would be difficult to find books on the shelves. The Radcliffe and Gradwell Collections were historically catalogued on card catalogue using their own unique classification schemes. These schemes have been used to catalogue the collections using the Library Management System Talis Alto. The classification used for the Andrew Walls Centre was also already in use and is based on the Bibliography of the *International Review of Mission* and is a geographically based, faceted classification scheme. All classification schemes are available to download from the Library website to help users discover potential content of uncatalogued material.

Priorities

Priorities for cataloguing the collections are based on user demand, governed by university learning and teaching and learning, University events and anniversaries related to the collection and by the availability of staff time and resources. Cataloguing is carried out by the Special Collections Librarian and, if funds are available, by temporary project cataloguers.

Collection Care

The condition of items in Special Collections is assessed at several different points in the collection lifecycle: before the material is donated, when it arrives, during cataloguing and when the collections are used. Information about the condition of an item is recorded in the notes field of the

[5] Library of Congress and Society of American Archivists *Encoded Archival Description* www.loc.gov/ead

catalogue record and any observable deterioration in condition mapped as part of the preservation programme [see *Preservation Policy*].

Stock weeding and disposal

Archives and special collections, once accepted and accessioned, will be preserved permanently in accordance with the agreement signed with the donor. However, the Library reserves the right to conduct a periodic review of material acquired and, where necessary, to recommend their relocation, relegation or withdrawal. This may be for the following reasons:

- Duplicate, ephemeral or non-archival material which in the past has been incorrectly deemed suitable for permanent preservation or unwanted material only identified as such during the process of cataloguing as it was impossible to appraise fully in advance of their physical arrival
- Printed material that would be more appropriately housed with the main collection
- Material acquired in specialist format which is no longer accessible e.g. audio cassettes. Every effort will be made to preserve or transfer the material to an accessible format before disposing of the original items
- The owner requests the return of items on deposit as governed by conditions laid out in the original loan agreement form

During stock weeding exercises in the main library collections, it is recommended that the Special Collections Librarian is consulted, if appropriate, as some items no longer deemed relevant to current teaching or research may have historical significance and may therefore be appropriate to transfer to Special Collections.

Access

Special Collections aims to enable the widest possible use of its collections by students, staff and researchers and provide reasonable access within a framework of regulations designed to preserve rare, valuable and fragile materials [see *Preservation Policy*]. Use of the collections in teaching sessions is encouraged and must be undertaken in the adjacent Reading Room. Sessions should be booked in advance with the Special Collections Librarian who will prepare the materials required, provide appropriate equipment e.g. book rests, and instruct the students on how best to handle the rare materials. All users are required to abide by regulations pertinent to the use of special collections as stipulated by the *Reading Room Regulations* available from the Library website and in the Reading Room. Inter-library loan requests will be considered on a case by case basis. Requests should be sent to the Special Collections email.

Special Collections complies with legislation that informs the management of archives including The Copyright and Related Rights Regulations 2003, The Data Protection Act 1998, and The Freedom of Information Act 2000. Restricted access to archives are indicated on the Excel spreadsheet, available

to download from the Library website, and the files clearly labelled. Uncatalogued archives are not available until they have been assessed and any collections considered to be high risk are automatically restricted. Decisions on restrictions are reviewed when users request access.

Policy Version and Review process

This document is a revised and updated version of the policy produced in 2012.

This document will be reviewed every two years with the next review to take place during 2017-18 academic year.