

## Hughes Hall Historical Archive

### General Principles and Acquisition Policy

#### General Principles

As an historic pioneer in the extension of University education to disenfranchised sections of society, the College has a responsibility to preserve and protect the primary sources linked to its evolution for future generations of scholars. As a formative institution in the professional and intellectual lives of people who go on to senior and influential positions in academia, business, government, medical research, and other significant fields of endeavour, the information and insight latent in the College's records are of irreplaceable historical, social, and cultural value for future generations.

The College's responsibility to its members does not end when they graduate and leave Cambridge, rather at that point they begin a life-long association with the College which the College has a duty to nurture and maintain. Retaining an accessible and informative archive sustains the potential for a deep and authentic relationship between college and alumni throughout their lives. The College archive is unique, and it reflects the unique history and culture of the College, if that is not preserved by the College, it will not be preserved for posterity at all.

The College regards the maintenance of an orderly historical and institutional archive to be a duty commensurate with its standing as a College of the University of Cambridge. The archive also contains information about and testifies to the College's historical links with other colleges in Oxford and Cambridge.

The College regards the principles of the UNESCO Universal Declaration on Archives to be consonant with the values of the College, and inherent in the College's duty to the academic community and to society in general.

UNESCO Universal Declaration on Archives (Nov. 2011):

*Archives record decisions, actions and memories. Archives are a unique and irreplaceable heritage passed from one generation to another. Archives are managed from creation to preserve their value and meaning. They are authoritative sources of information underpinning accountable and transparent administrative actions. They play an essential role in the development of societies by safeguarding and contributing to individual and community memory. Open access to archives enriches our knowledge of human society, promotes democracy, protects citizens' rights and enhances the quality of life.*

## Acquisition Policy

1. This document outlines the acquisition policy of the Hughes Hall Historical Archive.
2. This policy does not apply to current financial and legal records, nor does it apply to active data about student, staff or senior members or records that are required to be retained for legal or regulatory reasons. Documents of that nature may be appraised by the archivist once they are subject to disposal by another office.
3. This policy does not apply to the library's holdings of published books.
4. The historical archive preserves sources of information about the institutional history of the college and its members and supporters. Its purposes include:
  - a. contributing to consolidating resources informative about the institutional identity and corporate history of the college
  - b. providing a resource for scholars with an interest in the history of the college and its context
  - c. supporting wider college initiatives (e.g. alumni involvement)
  - d. enhancing the college's profile and reputation by providing an information resource for published scholarly and historical works
5. Acquisition refers to the process of adding to the holdings of the historical archive. Each item offered to the archive or considered for acquisition should be subject to appraisal by the archivist (and other authorities if appropriate).
6. The ruling principles in acquisition should be the informational value, provenance, and relevance of the item (not their media, genre, form, or subject matter). Notwithstanding that artworks (and items that do not meet the acquisition criteria) will be referred to the keeper of valuables.
7. Items acquired by the historical archive may be devolved from college offices, donated by members of the college or its supporters, or (especially in the case of unique or irreplaceable materials) proactively acquired by the college.
8. Published materials are generally not acquired by the historical archive unless there are special or compelling reasons for them to accompany acquired archival records. For example, if they are very rare and of special relevance to the intentions of this policy.
9. The archivist will consider the data-protection, privacy, and confidentiality implications of any item appraised. Any item acquired shall be managed in compliance with relevant regulations.
10. The archivist will consider the conservation implications of any item appraised. What are the conservation needs of the item? Can the item be managed and preserved within the resources available to the archives? Should the item be acquired in partnership with another institution, or must it be rejected as impractical for conservation reasons?

11. Appraisal should include reference to
  - a. Value: Does it relate to important historical, institutional, administrative, financial, legal, or other matters?
  - b. Type of material: how relevant or informative is the item?
  - c. Uniqueness: Is the item one-of-a-kind? Can the information be found in other sources?
  - d. Condition: Is the item legible and readable?
  - e. Lacunae: Does the item provide information about a period of the college's history for which there is little information?
  - f. Regulation: Would retaining the item breach any legal duty?
  
12. For all items acquired by the historical archive, a record shall be kept of:
  - a. Origin (donor's name or other source)
  - b. Description of item
  - c. Conservation and preservation needs
  - d. Conditions of deposit or access restrictions (if any)
  - e. Date of acquisitionIn addition, for items donated to the archive, a record shall be kept of:
  - f. Transfer of ownership and copyright (where relevant)
  - g. Signature of archivist and donor.
  
13. The archivist will implement an appropriate system for describing, cataloguing and identifying the location of individual items.
  
14. The archivist will devise a schedule of administrative charges for access, photocopying, etc and appropriate policies around supervision, accreditation, and copyright compliance for scholars consulting archive materials.
  
15. From time-to-time, the archivist will review and update this policy.