

Oxford Brookes University Special Collections and Archives

Guidelines for acquisition

1. Academic priorities

Collections must support the University's academic priorities.

Factors to be considered in relation to research include:

- the subject area has a long-term future at Brookes
- the collection has potential for attracting external funding for research
- the collection does not duplicate existing collections
- the collection offers a unique research opportunity
- the subject area is also of interest outside Brookes.

The major factor in relation to teaching is:

- the collection has relevance to a substantial number of students.

2. Relation to other collections

The University is interested in developing its special collections around the following main themes:

- Publishing and contemporary literary prizes
- Food and drink
- History and development of public and allied health
- Art and Architecture
- Brookes University Archives

This does not preclude the consideration of collections in other subject areas, but in such instances thought will also be given as to whether a specific collection would be better located in another institution.

3. Management and funding considerations

Funding is required for cataloguing, preserving, housing and making available each special collection. The probability of receiving external funding for these purposes will be a major factor in accepting a special collection. Opportunities for raising funding for a collection by the development of services based on that collection will also be considered.

Availability of space to house the collection will also be a major consideration.

4. Status of the collection

Types include gift, purchase, permanent deposit and long term deposit. Appropriate agreements will be entered into between the original owner of the collection and the University.

5. Conditions of access

Preference will be given to acquiring collections which can be made available for consultation by any scholar. Very restrictive conditions of access will generally not be acceptable.

6. Format of material

The primary format of any collection will be printed (hardcopy/digital) materials and/or archival materials. Materials in other formats (for example, paintings, photographs, artefacts) will be accepted only where they form an integral part of a collection.

HW, July 2001

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