

# 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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