

# Oxford Brookes University

## Special Collections and Archives

# Collections Management Policy

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## **1. Mission Statement**

The Special Collections' mission statement is to curate unique collections for teaching and research. The statement reflects the role of Special Collections in acquiring, preserving, and making accessible specialist collections of published and unpublished material for the purpose of learning, teaching and research.

## **2. Scope**

The Collections Management Policy outlines Oxford Brookes' Special Collections and Archives' commitment to appropriate and consistent collections development, to the creation and dissemination of accurate collections information, to providing access to the collections, and to the care and conservation of its collections. It relates to the collections held under the Special Collections and Archives service, irrespective of their format or physical location.

## **3. Governance**

There are two groups which oversee the work of the Special Collections:

- Special Collections Group - an internal Learning Resources group consisting of the Director of LR, Associate Director of LR - Academic, Special Collections staff, Academic Liaison Librarian 'owners' of collections and the Head of Content and Metadata. The Group oversees aspects of the Special Collections including planning and prioritisation of work, teaching, promotion and collection development.
- Special Collection Steering Group - an University group consisting of the Director of LR, Associate Director of LR - Academic, Archivist and academic staff from relevant subject areas, which reports to the University Research Knowledge and Exchange Committee. The Steering Group reviews offers of new collections and encourages use of existing collections.

## **4. Finance**

The Special Collections does not have a separate budget, but ongoing needs are supported from appropriate Library budget headings. Budgetary needs for specific projects are identified in advance and a case and application made to appropriate internal or external funding bodies. This may include cataloguing, digitisation or outreach projects.

## **5. Collections Development**

### **5.1 Acquisitions**

The Special Collections Guidelines for Acquisitions (Appendix I) set out the priorities and considerations for accepting new collections. In summary, new collections will be assessed with regard to: their relevance to the current undergraduate and research programmes of the University; their relation to the five collecting themes represented in Special Collections; availability of funding and space; proposed deposit status; conditions of access; and collection format(s).

There is no designated budget for purchasing new collections and the majority of the Library's Special Collections have gift or permanent loan status. Offers of new collections are generally made one of two ways: (i) direct from the collecting institution/individual; (ii) via academic members of staff who are offered collections by professional contacts. These methods of acquisition have proven to be effective and are appropriate for a small-scale repository with space and budget limitations.

A number of collections accrue new material on a regular basis, including the Booker Prizes archive and the Ken Hom library and archive, and in most cases the onus is on the depositor to transfer material in a timely manner. The institutional archive of the University has its own collection guidelines (Appendix II) and it is the responsibility of the Archivist to encourage timely transfer of material.

### **5.2 Appraisal**

Appraisal decisions are made at two stages. Potential new acquisitions are considered by the Special Collections Steering Group, and broad appraisal conditions are specified in deposit agreements. Further appraisal may take place during accessioning and cataloguing, as the collection is examined in more detail, and additional appraisal decisions may be made in consultation with the depositor.

In line with the Library's Collection Development Policy, the Special Collections does not censor materials on the basis of the author or subject's race, gender, sexuality, creed, nationality, religion, political party, social affiliations, beliefs or opinions. Material which can be deemed offensive is retained as part of the historical record but is not a reflection of the views of Oxford Brookes University or its staff.

### **5.3 Deaccessioning**

The deaccessioning of collections may be considered under one or more of the following conditions:

- the University ceases to offer programmes of study in the collection's subject area,
- lack of use,
- the identification of a more appropriate archive repository,
- a reduction in storage facilities or service provision.

Candidate material for deaccessioning will generally be offered to the original depositor in the first instance, but the University may also seek/suggest an alternative repository to which the collection may be transferred.

## **6. Collections Information**

Each of the key Special Collections has a web page with an overview of the collection and links to further resources. The web pages also include research guides highlighting material relating to historically marginalised groups within the collections.

### **6.1 Accessions data**

Deposit agreements should be completed for all new accessions, excluding transfers of material from University departments. A Gift Deposit Form is used for small donations. Large gifts, and all collections deposited on permanent loan, require an agreement drawn up by Legal Services. Copies of accession paperwork and related correspondence is to be kept permanently in the institutional archive (staff access only). A summary of the accession information is recorded in the Calm accession record, in line with the Cataloguing Guidelines, and linked to the collection level record. For legacy deposits without formal deposit agreements, available information is collated and stored in the same way.

### **6.2 Catalogue data**

#### **Archive catalogue**

Archival material is catalogued by, or under supervision from, the Archivist on Calm (Archive catalogue) which is made available online via CalmView. Cataloguing is carried out in accordance with the in house Cataloguing Guidelines which are based on ISAD(G). Catalogues typically go down to file level with some item level records where appropriate. Collection-level descriptions of all published and archival collections exist on the Archive Catalogue.

When a collection is unlikely to be catalogued for some time, an interim finding aid will be produced to make the collection more accessible. If appropriate, these interim finding aids are made available online. Information regarding embargoes, and closure periods, is included in the relevant collection level record.

#### **Library catalogue**

Published material within the Special Collections is catalogued by the Library's metadata team on OCLC WorldShare (the Library catalogue) which is made available via LibrarySearch. Items are catalogued in accordance with MARC standards, usually using the Dewey Decimal system. There are some exceptions to this where a different classification is deemed more appropriate (e.g. the Steve Hare Penguin Collection which is catalogued by series) and cataloguing and processing

guidelines may be produced for individual collections when appropriate. Collection level descriptions of archival collections are included in LibrarySearch.

### **External catalogues**

Information relating to new accessions is submitted annually to The National Archives. Collection level records are published on Discovery, Archives Hub and Archives Portal Europe. For a small number of collections, full catalogues have also been added to these three websites.

## **6.3 Improvements to collections information**

Improving existing collections information is ongoing and may take the form of transcriptions of audio visual material, content descriptions for potentially harmful material, foliation of papers and additional detail added to catalogue records. This work is included in the annual Special Collections work plan.

## **6.4 Prioritisation**

Cataloguing priorities are based on the level of potential use of a collection, interest from stakeholders, and on the availability of external funding to employ additional staff. These are reviewed annually as part of the creation of the Special Collections work plan.

## **7. Access**

### **7.1 Stakeholders**

Our key stakeholders are:

- staff, students and alumni of Oxford Brookes University
- collection depositors and donors (and members of associated committees)
- members of related associations (e.g. IBD)
- researchers from other academic institutions
- other external researchers including journalists, authors, private researchers, members of the local community, brewers and general interest visitors.

### **7.2 Access provision**

Special Collections material can be consulted by individual researchers or group visits in the reading room in the basement of the Headington campus library. Walk-in access is provided on weekday afternoons during semester, with additional access available by appointment. Classes and group visits can be booked via the Academic Liaison Librarians or Archivist. Visitors under the age of 18 may use the Reading Room if accompanied by a responsible adult.

The Archivist, the Special Collections Library Assistant, and the Academic Liaison Librarians responsible for the collections respond to enquiries. A scanning service and virtual reading room is available on request.

### **Digital collections**

Digital surrogates and born digital records are made available on a standalone PC and/or on RADAR, the institutional repository depending on their copyright status. Potential digitisation projects are identified in the annual Special Collections work plan based on demand, speed of deterioration and/or ease of copyright clearance.

### **7.3 Access information**

Information on how to access the collections is included on the Special Collections web pages (<https://www.brookes.ac.uk/library/collections/special-collections/>). Details of opening hours, registration procedures, the scanning service, policies and regulations, and contact details are included on the web page, as well as links to the Library and Archive online catalogues and the University's maps and travel information web pages.

Opening hours are displayed by the Reading Room entrance, and Reading Room regulations, copyright guidelines for personal photography, and handling guidelines are displayed on the study tables. Contact details and opening hours are also listed on The National Archives Discovery web pages and the Archives Hub contributor web pages.

The Reading Room is wheelchair accessible, with accessible toilets on the same floor, and has two height adjustable study tables. The Library also has a dedicated web page for users with a disability that lists useful services, such as alternate formats, coloured paper, and the library's enquiry service.

## **7.4 Legislation**

Freedom of Information and Data Protection enquiries are processed by the University's Information Compliance Team, and Special Collections staff are occasionally called upon to provide information for enquiries.

In order to comply with the General Data Protection Regulation (2018), the following practices have been put in place:

- Accessions and depositor details are stored securely and not made available to the public.
- Personal data collected in registration and scanning forms is kept securely and disposed of confidentially after an appropriate retention period specified by the Records Management Retention Schedule.
- Archive material is assessed for personal data at the point of cataloguing. Uncatalogued material is assessed by the Archivist before being made accessible to researchers.
- Closed records are physically removed from collections and a record kept of the reasons for closure and the expected expiry date of the embargo. Records, whose embargo periods have expired, are re-integrated into the open collections every January.

## **7.5 Engagement with stakeholders**

Special Collections gathers anonymous feedback via an online form. Spontaneous feedback (both written and verbal) is collated by Special Collections staff and used to inform service developments.

Statistics are kept on the number of visits (individual and group) and enquiries received, which collections they relate to, the number of items produced in the

reading room, and the number of attendees at events relating to Special Collections. Special Collections web page statistics can also be accessed as necessary.

Academic Liaison Librarians run teaching sessions in the reading room which are tailored to specific courses and levels of study. This includes sessions for undergraduate and postgraduate students encompassing research methods sessions, introductory sessions and topic specific sessions.

The degree of contact with depositors varies. Some depositors are actively involved in the management of the collection (e.g. the National Brewing Library Committee), and depositors of significant collections are kept up to date with major developments relating to their collections. No further contact is generally made with depositors of small one-off accessions. The Library is committed to fostering good relationships with its depositors and works with them when opportunities arise (e.g. digitisation projects, events).

Academic staff from relevant subject areas are included in the Special Collections Steering Group which advises on collection development.

## **7.6 Promotion**

Promotion of the collections and their use is carried out in a number of ways including:

- Articles in student and staff newsletters and on the Library blog
- Displays and exhibitions in the reading room and Headington library
- Collection web pages and online exhibitions
- Printed promotional materials
- Special Collections and Library social media
- Events (e.g. Open lectures) run in conjunction with the wider university and open to internal and external audiences
- Participation in relevant external events/conferences
- Internally produced content e.g. articles in relevant publications/websites
- Inclusion in aggregated catalogues e.g. Discovery, Archives HUB
- Reciprocal website links with relevant organisations
- Externally produced content e.g. local and national press coverage

## **7.7 Loans**

Requests to loan Special Collections material are considered by the Special Collections Group and collection depositors or trustees where appropriate and a

completed Loan Request Form should be submitted with a minimum of four months' notice.

The following criteria are used to assess the suitability of a loan:

- The physical condition of the item and if display could cause this to deteriorate.
- Environmental conditions and security measures at the borrowing institution.
- Usage levels within our own service and the availability of a surrogate while the item is on loan.

Loan requests can be refused if loaning the item would be detrimental to its preservation or future use.

## 8. Collections Care

### 8.1 Preservation of physical material

#### 8.1.1 Definitions

For the purposes of this policy, the following definitions have been adopted:

##### **archive material**

Material within the special collections that is not in book, journal or pamphlet format, and that is catalogued on CALM as opposed to the library catalogue, e.g. documents, photographs, ephemera, audiovisual material, digital material.

##### **conservation**

'Specific practices taken to slow deterioration and prolong the life of an object by directly intervening in its physical or chemical make-up. Examples would be repairing damaged bindings or deacidifying paper.'<sup>1</sup>

##### **preservation**

'A broader term than conservation. It includes all managerial and financial considerations including storage and accommodation provision, staffing levels, policies, techniques, and methods involved in preserving library and archive materials and the information contained therein.'<sup>2</sup>

##### **zone 1**

Storage and user areas within the main Library building. These areas have a general level of security. All stock bears electronic triggers to deter theft. The zone is not temperature or humidity controlled and has no fire suppression system but is protected by the University's fire and smoke detection system. The zone is cleaned as part of the Library's cleaning programme.

##### **zone 2**

Special Collections Reading Room, storage and user area. This area has a greater level of security than zone 1. Users are required to present an appropriate form of identification to be given access to the collections. The room is invigilated by staff and users can browse the collection items held in this zone. The zone is temperature and humidity controlled (20°C and 45% RH), with the temperature higher than zone 3 for user comfort. The zone is protected by an Inergen fire suppression system and the University's fire and smoke detection system. The zone is cleaned on a regular basis.

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<sup>1</sup> <https://www.ifla.org/wp-content/uploads/2019/05/assets/pac/ipi/ipi1-en.pdf>

<sup>2</sup> <https://www.ifla.org/wp-content/uploads/2019/05/assets/pac/ipi/ipi1-en.pdf>

### **zone 3**

Special Collections Archive Room, storage area. This area has greater levels of security than zones 1 and 2. Access to zone 3 is limited to staff with appropriate card clearance. Only staff can retrieve special collections from zone 3 at a user's request. Material from zone 3 can only be viewed by the user in zone 2. The zone is temperature and humidity controlled (19°C and 45% RH) and is protected by an Inergen fire suppression system and the University's fire and smoke detection system.

### **8.1.2 Accommodation and security**

The majority of special collections and archives are stored in conditions which meet PD5454:2012, the current professionally approved standard at the time the building opened. All storage areas are secured to minimise the risk of theft or malicious damage to collections. The Library currently has three storage areas, zones 1-3. Book, journal and pamphlet collections are stored in zone 1 when there is a practical need (e.g. greater flexibility required for browsing, under agreement with the depositor). The majority of book, journal, and pamphlet collections are stored in zone 2, under controlled conditions, for ease of browsing. The most valuable and rare book, journal and pamphlet collections, and all archival material is stored in zone 3 for maximum security.

### **8.1.3 Environmental conditions**

Relative humidity and temperature levels in zones 2 and 3 are controlled by air conditioning units as part of the building management system. Levels are recorded by the building management system and independent monitors within the zones. General maintenance of the building and equipment is undertaken by the University's Directorate of Estates and Campus Services.

Where practicable, appropriate archival packaging is used to store archival material and fragile published material to buffer against sudden changes in temperature and humidity.

### **8.1.4 Handling**

Handling guidelines are displayed in zone 2 and book cushions and snake weights are available to ensure users minimise damage to materials. Documents deemed to be at serious risk of damage through use will be withdrawn from public use but the Library will endeavour to provide a surrogate.

### **8.1.5 Exhibition**

Items displayed in in-house exhibitions are either in museum grade cases in the main library or in cases within zone 2. Items are not displayed for more than four months to reduce exposure to light. Items are assessed for suitability for display as part of the planning process and appropriate support are used for items which require them.

Items requested for loan are assessed for suitability before the loan is agreed and details of the display area and its environmental conditions are requested as part of the loan application.

### **8.1.6 Copying**

Photocopying/scanning of special collections stored in zone 1 may be undertaken by users, subject to current copyright law or individual item exclusions. A mediated scanning service is available for material held in zones 2 and 3. Users are permitted to use personal cameras (without flash) to photograph special collections held in zones 2 and 3.

Scanning guidelines are available for staff in zone 2. Fragile or damaged items, tightly bound volumes, and oversize items that would have to be manipulated excessively to obtain a complete image will not be scanned but may be photographed at the discretion of Special Collections staff.

Where appropriate, material will be selected for substitution, e.g. digitisation, to limit unnecessary handling of originals and to facilitate access. Users are encouraged to use surrogates where these are available.

### **8.1.7 Conservation**

Items that require conservation work are assessed on a case by case basis. Minor conservation work (e.g. removal of staples, cleaning of dry mould) is undertaken by Special Collections staff. External accredited conservators are used to carry out more complex or extensive conservation work, and to seek advice on best practice.

Criteria for selecting items for conservation include:

- the physical condition and format of the material;
- the significance/value/rarity of the material;
- the amount and type of usage.

### **8.1.8 Pest management**

Storage areas are cleaned on a regular basis and pest traps are placed in zones 2 and 3. Traps are checked regularly to ensure early detection of infestation. All new accessions are assessed for physical condition and cleaned if necessary. If

infestation is detected, appropriate pest control measures will be taken, with external help if necessary.

### **8.1.9 Risk management**

Replacement and/or restoration values for the Special Collections are submitted annually as part of the University's insurance renewal declaration. The insurance status of collections will be reviewed regularly (minimum every five years).

A preservation survey is carried out periodically (minimum every five years), using the National Conservation Service's *Benchmarks*, to assess the existing provisions for preservation and identify potential areas of improvement.

If material from any of the special collections is loaned out for external exhibitions it must be approved by the Special Collections Group in accordance with the Loans Policy.

External contractors used for digitisation are chosen with consideration of their storage and working practices in relation to the preservation of collection items.

### **8.1.10 Disaster preparedness**

The Learning Resources Incident Response Plan covers Special Collections and the Library. The Special Collections Reading Room and Archive Room are identified as priority areas for recovery.

Disaster boxes containing equipment and materials for use in the event of a disaster are available in the University's Library buildings, including one in the Special Collections Archive Room.

The Library has an ongoing subscription to the Harwell Document Restoration Services Priority User Service which will provide emergency resources in the event of a disaster.

## **8.2 Digital Preservation**

The majority of the special collections are in analogue formats, predominantly paper-based, but we do hold a significant amount of digital records and expect that born digital material will become an increasingly large part of future deposits. Digital surrogates of some material have been created to improve access to the collections and preserve the original records. The Special Collections service has the same commitment to the long term preservation of digital material in its care as it does to the physical material.

### **8.2.1 Definitions**

For the purposes of this policy, the following definitions have been adopted:

#### **born digital material**

Material which was created in a digital format.

#### **digitised material**

Material which was created in an analogue format and has since been copied into a digital format e.g. by scanning or photographing the original.

#### **metadata**

A set of data that describes and gives information about other data.

#### **core metadata**

Metadata which can be extracted directly from the digital record. This can include elements such as file type, file size, date of creation etc. Also referred to as technical metadata.

#### **descriptive metadata**

Metadata which adds elements of description not included in the core metadata. This can include elements such as creator, description, identifier etc.

#### **migration**

Moving a digital record from one file format to another, often to combat obsolescence.

### **8.2.2 Standards and guidance**

The procedures followed by the Special Collections service and this policy broadly follow the principles of the Open Archival Information System (OAIS) reference model and draw on guidance from the Digital Preservation Coalition (DPC) and The National Archives, UK.

### **8.2.3 Preservation principles**

In order to ensure long term preservation of the digital records in our care, records are migrated into a suitable preservation format and an access copy is created (see Access and use). The original file is retained and can be returned to if any issues of authenticity arise. Preservation and access file formats are chosen based on community best practices and availability of open-source tools.

A checksum and metadata file are created and kept with each record. The metadata file records core metadata extracted from the digital record and descriptive metadata, which can be added by the Archivist.

New accessions will be accepted in line with the Special Collections' acquisitions guidelines. However, the Library does not have the facilities to accept all file formats into the archive; a list of file formats and their corresponding preservation and access formats are included in the Digital Preservation Procedures. In some circumstances we may investigate ways to accept and preserve formats not specified on the list but this will be assessed on a case by case basis.

#### **8.2.4 Storage**

Digital records and their accompanying files are stored in a secure folder on the LR Drive, which is backed up centrally, or in a shared drive on Google, which is cloud based. Access to the digital records are limited to a small number of Library and IT staff. Additional access copies are stored on the University's Research and Digital Asset Repository and/or a stand-alone PC in the reading room depending on their copyright status.

#### **8.2.5 Access and use**

Access copies of digital records for which we own the copyright, or for which we have obtained the relevant permissions from the copyright owner(s), are made available via RADAR, the University's Research and Digital Asset Repository.

Digital records for which Oxford Brookes does not own the copyright and has not obtained the necessary permission to make available online, but which are open to the public, are made available in the reading room in Headington Library, via a stand-alone PC set up to prevent unauthorised copying.

Some digital records will remain closed for a number of years (under the Data Protection Act or the wishes of the donor). These records are processed in the same way as other digital records but no access copy will be made available to the public until the end of the closure period.

Where an electronic record is available, this is noted on the Archive Catalogue and either a link to the record on RADAR or a note to say it is available to view in the reading room is added.

#### **8.2.6 Audit and risk management**

The two storage methods used for digital records (LR Drive and Google drive) are independently backed up in order to minimise the risk of data loss. Checksums are generated for born digital records prior to processing. The checksum can be used to

check for changes in the original record in the event of suspected deterioration of one of the original copies. Five-yearly spot checks will also be conducted on a range of file formats.

Preservation and access file formats for different file types will be reviewed at least every five years so that the University is using the most appropriate formats to ensure accessible, reliable digital records. The DPC Rapid Assessment Model and the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation are used to assess the digital preservation competency of the service and identify potential areas for improvement.

Approved: Nov 2024, Special Collections Group and Special Collections Steering Group

Next review: Nov 2027

## **Appendix I - Guidelines for acquisition**

### **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 relevance at Brookes
- the collection has potential for attracting external funding for research
- the collection does not duplicate existing collections
- the collection contributes to a diversity of perspectives and reflects the Brookes guiding principle of inclusivity
- 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
- Oxford 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 as well as the overall sustainability of the collection in terms of financial sustainability and the environmental impact of long term storage (whether physical or digital).

#### **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

Last revised Special Collections Group, April 2024

## Appendix II - Oxford Brookes Archive Collecting Guidelines

### Oxford Brookes University Collection: Collecting Guidelines

The aim of the collection is to document the history of Oxford Brookes University and its predecessors. Accepted material should demonstrate the history and work of the institution.

In the first instance, the records management retention schedule should be consulted during appraisal. Categories of records whose action is specified as 'Archive' should be deposited with the Archivist, with the following exceptions:

- 6.12.1 Relationships with pension schemes to which all or part of the workforce belongs – the archive should only accept policy documents documenting the existence of the pension schemes.
- 7.5.1 Legal advice requested by and provided to Oxford Brookes University – these records are kept permanently by legal services.
- 13.5.1 Action taken to raise awareness of environmental issues among employees, other staff and students – the action is to destroy but a selection of promotional material should be deposited by Corporate Affairs.
- 16.5.1 Development and establishment of policies on the operation, management and development of an internal service – the archive should only accept high level policy documents and minutes.
- 17.2.8 Records Management authorisations for the disposal of records – these records are kept permanently by the Information Security team.
- 17.4.1 Development and maintenance of the publication scheme as required by the Freedom of Information Act 2000 – these records are kept permanently by the Information Compliance Officer.
- 17.6.7 Monitoring and control of archival storage areas – the action is to review, it is suggested that the archivist may wish to keep the full records for ten years and summarise older data for permanent retention.
- 19.2.5 Final versions of taught course assessment procedures – the archive should only accept policy documents.
- 19.8.2 Final version of taught module materials – the archive should sample these materials rather than accept all module materials.
- 19.10.2 Final versions of taught module assessments – this refers to exam and coursework questions, it is suggested that the archivist may wish to sample the assessments every five years.
- 20.4.1 Final reports of all research projects [conduct] - these records are kept permanently on RADAR
- 20.5.3 Final reports of all research projects [management] - these records are kept permanently on RADAR
- 20.6.3 Final versions of research publications, presentations etc - these records are kept permanently on RADAR
- 20.6.5 Data generated in the course of the research project - these records are kept permanently on RADAR
- 20.10.2 Awards and classifications including reviews in response to notifications of mitigating circumstances or academic appeals – these records are kept permanently by the record creator.

- 21.6.2 Personal data of individual students – these records are kept permanently by the Registry
- 21.6.3 Core Student Data - these records are kept permanently by the Registry
- 21.7.1-4 Student progress administration - these records are kept permanently by the Registry
- 23.2.1 Personal data of individual alumni – these records are kept permanently by the Alumni Office
- 31.1.4 Issue of ISBN numbers – these records are kept permanently by the Information Security team

In addition to the instructions outlined in the retention schedule, the following general principles apply:

No research material such as journals, research papers, conference proceedings, and textbooks should be accepted. Research material may be included in the Oxford Brookes University Collection if it meets one or more of the following conditions:

- It is produced solely by Oxford Brookes the institution (rather than a single member of staff or an editorial group including Brookes staff)
- It is not readily available elsewhere (i.e. the Oxford Brookes Libraries or the British Library)
- There is not an unreasonably large amount (in relation to its research value). Sampling may be an option for important but large collections.
- It relates to the provision of education or the running of a higher education institution (i.e. it will affect how Brookes is run).

A selection of ephemeral/promotional material (e.g. invitations, leaflets) should be accepted if the material demonstrates the work of the University and events organised by the institution.

The work/personal papers of staff members should only be accepted if the staff member was sufficiently senior or performed a unique role.

Eleanor Possart, Archivist

24 May 2012

Reviewed October 2024