



Archives & Special Collections Collection Development & Management Policy

1. Terms of Reference

Archives & Special Collections (A&SC) 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 collection and maintenance of scholarly collections are key to the support provided for researchers. A&SC aims to:

- Seek to acquire, preserve and make accessible archives and 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 the Senior Executive 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

1.1 Purpose

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 basic principles and procedures governing the development and management of A&SC within Liverpool Hope University's (LHU) The Sheppard-Worlock Library. This policy does not cover collections which are held within the main sequences of the Library, which are covered by the Library's *Collection Management Policy*, nor does it include collections that are held elsewhere within the University.

This policy is supported by other policy documents:

- Library Development Plan

- A&SC Preservation Policy
- A&SC Access Policy
- A&SC Salvage Plan

1.2 Standards

A&SC aims to comply with the following standards:

- Collections Trust and British Standards Institution (2009). PAS 197: 2009, Code of Practice for Cultural Collection Management¹
- British Standards Institution (2017). BS 4971:2017 Conservation and care of archive and library collections²

1.3 Context and Definition

Liverpool Hope University's Archives & Special Collections, located in The Sheppard-Worlock Library at Hope Park Campus, is home to approximately 100,000 books, manuscripts, journals, newsletters, magazines, and pamphlets, of which an estimated one third is catalogued. The collections include those gifted to the University and those on permanent loan to which we have a duty of care as custodians. A&SC was founded in January 2013 following the completion of the environmentally controlled collection space built to British Standard specifications, referred to as 'the vault', together with the Reading Room and the adjoining open access room for the 19th and 20th century material. A&SC is situated in the Markland building, as it was known before the space became an extension of the Library. The Andrew F. Walls Centre is housed on the first floor of the Markland and access is through the Reading Room.

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. A rare book may be valued for its physical characteristics as much as, or more than, for its intellectual content. These collections form part of the local, national, and international documentary heritage held in trust for the benefit of present and future generations.

¹ Collections Trust and British Standards Institution (BSI) (2009). *PAS 197:2009 Code of Practice for Cultural Collection Management*. [Online]. Available from: <https://shop.bsigroup.com/ProductDetail/?pid=00000000030175180> [accessed 28 May 2020].

² The British Standards Institution (BSI) (2017). *BS 4971:2017 Conservation and care of archive and library collections*. [Online]. Available from: <https://shop.bsigroup.com/ProductDetail/?pid=00000000030343305> [accessed 28 May 2020].

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

- it complements, enriches or builds on the subject strengths of existing 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

1.3.1 Archives and Manuscripts

Archives and manuscripts are defined as original items in a variety of media, including parchment, paper, photograph, sound or various born-digital formats. Manuscripts are generally taken to be individual, hand-written items, including bound codices (volumes), scrolls and single-sheet material. In common with hand-press printed books, all manuscripts can be regarded as unique, and range widely across subject-matter, format and level of embellishment. Archives consist of documents, hand-written or printed, which were created or received, accumulated and used by an individual or institution in the course of their daily activities, and preserved for their continuing value. Archives provide us with primary evidence of the transactions, processes and events they record. They often have a complex structure, and can contain a huge variety of material.

1.3.2 Special Collections

Special Collections are usually identified as being the printed material within A&SC, including books, pamphlets and journals, with associated ephemera, annotation and inserts. An item is classed as 'special' 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

Ranging in date from the 15th century to the present day, items include the unique productions of the hand-press period (mid-1400s to c.1830), and modern private presses, as well as mass-produced machine-press items. They may be expensively or cheaply produced, highly illustrated, and range widely in size and format. They document, both individually and collectively, the practical processes of book production and the book trade, and the intellectual history of collection formation, organization, and dispersal.

2. Collection Development

2.1 Roles and responsibilities

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

Academics: 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 Senior Executive 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 archives and special collections.

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

Library Assistants/ Student Workers/ Volunteers: Assist with a range of tasks including processing, preservation cleaning, checking for duplicates, creating finding aids, and stock moves.

Interns/ Temporary Cataloguers: Undertake project work on specific collections and/or archives.

A&SC does not have a qualified archivist in post.

2.2 Partnerships

Library 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. The Special Collections Librarian liaises with other institutions locally and nationally, with the aim of:

- networking and exchanging ideas, experience and best practice
- promoting good management, increasing access and user engagement
- working on a collaborative and supportive basis
- pursuing funding opportunities to promote and develop the archives.

Informal partnerships with external organisations currently exist with:

- Merseyside Archives Liaison Group (MALG)
- Northern Rare Books in Academic Libraries Network
- The Northern Collaboration (NC) Special Collections group
- North West Academic Libraries (NoWAL) Special Collections group

2.3 Scope

A&SC develops, administers and makes accessible unique and distinctive materials of widely differing form and content. The scope of collections can be summarised as follows:

2.3.1 Manuscripts

Medieval manuscripts on parchment, including a number of Books of Hours heavily ornamented with illumination, dated from the 15th and 16th centuries. Also, a collection of manuscript fragments on vellum, dating from the 9th century, mostly recovered pastedowns from other bindings.

2.3.2 Printed material

Printed material from the 15th – 18th centuries, including 29 incunabula dating from the emergence of printing in the mid-15th century until 1501. Together with 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 in conservation need are also held in A&SC.

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

The Andrew Walls Centre (AWC) comprises an eclectic range of materials including books, periodicals, pamphlets, photographs, and printed ephemera of unique origin, in the main from the 19th and 20th centuries. There are materials in many different languages and dialects. Also, a collection of archival material in the Andrew Walls Centre, unsorted, unlisted and uncatalogued.

[2.3.3 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), *Christ's College* (although only a few unlisted items), *Liverpool Institute of Higher Education* and *Liverpool Hope University* events ephemera (excluding University administrative records and born-digital archives).

[Nugent 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 emigration of children to Canada.

[Stuart Blanch Archive](#)

Notes from his student days at Wycliffe Hall, Oxford, notes for sermons, lectures, talks and speeches made whilst Bishop of Liverpool (1960-1966) and Archbishop of York (1975-1983) and also transcripts of various broadcasts and press articles.

[Lois Loudon Papers](#)

Dr Lois Loudon (1938-2015) was an historian of education, education advisor, lecturer, and author, who specialised in the relationship between church and schools, with particular emphasis on Methodist schools. The archival papers were categorised into three distinct areas; research, work-related materials, and personal materials. Her research in education and church schools includes research organised by location and school, such as materials she collected relating to St Martin's College, research organised by event, such as the 1902 Education Acts, and research organised by topic and type of school. Additionally, there are materials relating specifically to the Church of England and the National Society.

[Worldwide Evangelisation Crusade \(WEC\) Operation World Archive](#)

The WEC International Research Collection is the culmination of 40 years of collected articles and ephemera that formed the backbone of the Operation World information in the pre-internet era. There are several thousand spiral bound volumes covering 45 metres of shelf space with articles pasted into pages, organized in different categories within each country, with four editions per country dating from the 1970s into the early 21st century. The categories include a general information survey, political-economic news and analysis, religion and Christian surveys and information, church and Christian ministry, particularly mission activity, and finally ethnolinguistic people group information. The majority, but certainly not the entirety, is from Global North sources. The content compiled from newspapers, magazines and journals, in-house publications and even missionary prayer letters, is not fully comprehensive.

John Henry Newman Collection Pamphlets

Collated from various collections in The Sheppard-Worlock Library to form a coherent archive of printed pamphlets and other societal ephemera on Saint John Henry Newman, canonised in a ceremony in Rome on 13 October 2019. This collection is fully catalogued.

Talbot Library Pamphlets

A selection of printed pamphlets, dates ranging from 18th to 20th century, a substantial number from the Irish Studies Collection and an almost complete set of Catholic Truth Society (CTS) pamphlets.

2.3.4 Microfilm and Microfiche

Digital collections include:

- *Church Missionary Society Archive* (microfilm)
- *Wesleyan Methodist Missionary Archive* (microfiche)
- *Personal Papers of John Henry Newman* - diaries, letters and other documents on microfilm from the archive held at the Oratory of St. Philip Neri, Birmingham.

2.3.5 Art and artefacts

The Andrew F. Walls Centre houses art and artefacts collected from around the World, donated by J.F. Butler and Prof. A. 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 go to the A&SC website.³

2.4 Extent and storage

Liverpool Hope University is both custodian and owner of a variety of special collections in a number of different locations. The majority of special collections material is housed in the Markland building, annexed to and accessed by 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 F. 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 F. Walls Centre for the Study of African and Asian Christianity

³ Liverpool Hope University (2020). *Special Collections*. The Sheppard-Worlock Library. [Online]. Available from: <<https://www.hope.ac.uk/library/specialcollections/>> [accessed 28 May 2020].

- Talbot Library – pre-1801 material
- Liverpool Hope Collection (LHC) – rare material gifted to the University

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 library 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 Subject Librarians. 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, Stuart Blanch, Lois Loudon Papers, and any unsorted archival material from the Andrew Walls Centre are housed in the Reading Room vault.

2.5 Collection Strengths

In general, items or collections are not accepted if they do not fit the strengths or profile of existing collections. Collection strengths and priorities are listed below (in alphabetical order):

- Archbishop Stuart Blanch – sermons, lecture, broadcasts (archive)
- Christopher Wordsworth family collection
- Early bible translations and commentaries
- History of mission and missionary activity
- History of religions
- John Henry Newman (printed works, pamphlets and archival papers on microfilm)
- Liturgy – during the Reformation
- Liverpool Hope University archive (Founding Colleges' history; Liverpool Institute of Higher Education; Liverpool Hope University College)
- Medieval and Renaissance manuscripts
- Methodism
- Mission studies
- Mission theology
- Non-Western Christian art
- Nugent – Father Nugent and Father Bennett correspondence (archive)
- Recusant history (particularly in the NW)
- Roman Catholic studies
- St. Thomas Aquinas (printed)
- Vatican II (printed and archive)
- Wesleyan Missionary Society

2.6 General appraisal and selection criteria

This 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.

A&SC seeks to acquire by gift, bequest, deposit 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. There is no specifically allocated budget for the purchase of special collections or archive collections. When appropriate material becomes available,

various internal funding streams as well as external grant awarding bodies or fund-raising programmes will be considered.

Donors must complete and sign a Deed of Gift or a Loan Agreement stating the terms of donation or deposit. Accession information, including details of donors and depositors, and the nature of each archival acquisition, cataloguing, processing, storage and handling requirements and restrictions of use is recorded in the *Collections Framework*. All information regarding donors and depositors, including correspondence and supporting documentation, is contained within an established filing system and retained indefinitely. Current correspondence regarding potential donations is filed electronically. Donors are encouraged to supply as much information as they can about the content and context of the material.

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.

2.7 Guidelines for gifts, bequests and loans

Donations and deposits form an important role in the acquisition of archives and special collections and can range in scale from one or two books donated by a visitor to entire libraries or collections. A&SC 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 considered. 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

A&SC 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
- A&SC 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 catalogued with a reference to the donor under the provenance history of the item record to enable a list of contents to be created through Alma analytics 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 Subject 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 the Senior Executive 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 Head of Legal Services, Governance and Risk.

3. Collection Management

3.1 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
- Materials required to support the acquisition of purchased and donated special collections e.g. bookplates, processing materials.

3.2 Cataloguing

Current cataloguing initiatives aim to make information relating to collections available online, via the Library Catalogue *OneSearch*, and other online databases as appropriate, and, where resources allow, to retrospectively convert manual finding aids to searchable online catalogues. Timescales will vary depending on the size of the collection, acquisition, donation or deposit and are determined by available resources and institutional priorities. Further information is contained within the *A&SC Access Policy*.

3.3 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 *Collections Framework*, with other accession information and cataloguing status, and in the notes field of the bibliographic record so and any observable deterioration in condition can be mapped and monitored.

3.4 Duplication

It is not the policy of A&SC to retain duplicates of printed books unless they have significant provenance, provide additional information (e.g. manuscript annotations), form part of a named individual's library, or are especially scarce.

3.5 Retention and ethical disposal

A&SC accepts the principle that there is a strong presumption against the disposal of any items in its collection and 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:

- Disposal will be considered where it is believed that another repository would be better able to offer long term care for the archive concerned, or, where the archive is of limited value to LHU
- Printed material that would be more appropriately housed with the main collection
- The archive is deemed unsuitable for retention and can be disposed of without detriment to the interests of staff and students, or other members of the public, if considered no longer relevant to the purposes of supporting the Learning, Teaching and Research activities of LHU
- 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
- 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.

In circumstances where a decision has been taken to withdraw material, it is likely that a recommendation will be made to transfer items to a more appropriate collection or repository, or where appropriate, to sell or exchange.

3.6 Transfers from the main Library collection

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.

3.7 Loans

The loan of material for exhibition, in their original form, or as surrogates, must be approved by the Special Collections Librarian, the Director of Library and Learning Spaces and the owner if material is on loan to the university. Loan for exhibition will normally only be

approved if compliance with the standards of care set out in the *A&SC Preservation Policy* can be satisfied. It may be appropriate for Library staff to accompany materials in transit to the borrowing institution for insurance purposes.

4. Policy version and review process

The policy statement will be reviewed at intervals of not more than five years.

Date of issue current version: 2020/2021

Date of review: 2024/25

4.1 Associated documents:

Deed of Gift or Loan Agreement (form)

Collections Framework (spreadsheet)

Finding aids (spreadsheet, pdf files, database)