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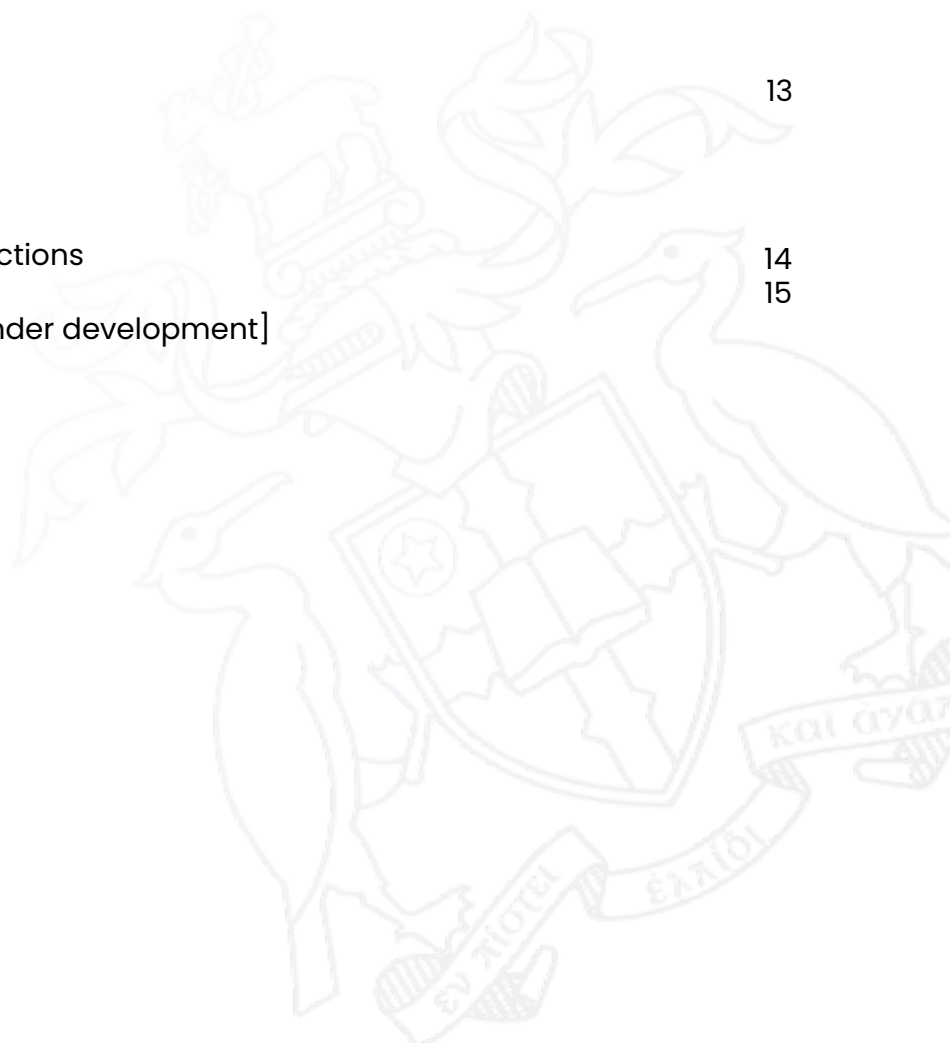
Liverpool Hope University Special
Collections and Archives

Management Framework

2026 – 2031

Contents

1.0 Management Policy Framework	3
1.1 Introduction	
1.2 Mission Statement	
1.3 Purpose	
1.4 Scope	
1.5 Standards	4
1.6 Summary of Policies	
2.0 Management and Development Policy	5
2.1 Purpose	
2.2 Governance	
2.3 Context and Definition	6
2.4 Resources	7
3.0 Access and Discovery Policy	8
3.1 Purpose	
3.2 Customer Service Standards	9
3.3 Principles of access	
3.4 Restrictions	
3.5 Service users	10
3.6 Physical access	
3.7 Intellectual access	
3.8 Promotion	11
3.9 Reproduction	12
3.10 Feedback	
4.0 Collection Care Policy	
4.1 Purpose	
4.2 Policy alignment	13
4.3 Scope	
4.4 Definitions	
4.5 Preventive conservation	
4.6 Managing risk to the collections	14
4.7 Exhibitions	15
5.0 Digital Preservation Policy [under development]	
6.0 Approval and Review	



1.0 Management Policy Framework

1.1 Introduction

Special Collections and Archives (SCA) cares for and makes available in perpetuity the unique and distinctive collections of Liverpool Hope University (LHU) and aims to enable the widest possible use of its collections by students, staff, university stakeholders, and the wider community. To achieve this, the policies and procedures set out in this framework have been put into place to support and maintain our collections.

1.2 Mission Statement

In line with the vision of the Library Plan (2025–28), The Library will be valued by the Hope Community as a trusted, welcoming and inclusive provider of knowledge, services and spaces in support of teaching, learning and research. It will actively engage and listen to its different communities to design, deliver and adapt its services to enable Hope staff, students and partners to succeed.

1.3 Purpose

The commitment to preservation and sustainability is a sound basis on which to build a management policy framework, reflecting the purpose of the University, and the use and development of the collections in its care. Collections management requires a long-term and consistent commitment of resources to enable the interpretation of and access to the information contained in the collections, but also to ensure that that information survives into the future.

The management of SCA aligns with LHU's strategic direction as outlined in:

- [Library Services Plan](#) (2025–28)
- [Information Literacy Framework](#) (2024–27)
- [Liverpool Hope University Strategic Plan](#) (2023–28)

Collections management and development is complex and needs to be underpinned by guidance; both to staff and users, on how best to use, and at the same time, protect the collections.

1.4 Scope

The following policy documents cover the management of the collections in Special Collections and Archives, as described fully in the Development and Management Policy, and do not cover collections held within the main sequence of the Library, nor collections held elsewhere within the University.

1.5 Standards

SCA has considered the following legislation and standards:

- [Data Protection Act, 2018 with UK GDPR](#)
- [Copyright, Design and Patents Act, 1988](#), following exceptions for Library and Archives introduced in 2014
- [Space Data System Practices](#) – Reference model for an open archival information system (OAIS) ISO 14721:2025
- [Conservation and care of archive and library collections](#) BS 4971:2017

1.6 Summary of Policies

The SCA Management Policy Framework aims to provide this guidance with the following strategic policies.

1.6.1 Management and Development Policy

This policy includes:

- a description of how SCA maintains and makes available information about the collections and the items within it
- guidance on what the university will accept in terms of donations and long-term deposits in line with the Library Donations Policy
- legal requirements and other requirements that govern the university in its aim to record collections information and the use of personal data in compliance with GDPR
- a commitment to provide and maintain an accessible information discovery system.

1.6.2 Access and Discovery Policy

This policy includes:

- a description of how SCA aims to provide access to its collections
- legal requirements and other requirements that govern the SCA in its aim to provide access to its collections
- the type and extent of commercial access that will be granted to items taking into account intellectual property constraints
- an assertion that the competing demands of access and long-term care will be managed in accordance with the Collection Care and Preservation Policy.

1.6.3 Collection Care Policy

This policy includes:

- a commitment to a risk management approach to collections care
- a description of how collections care issues are communicated to employees, users and other interested parties
- collections care procedures for conducting an assessment of the risk to items and collections establishing, implementing, monitoring, reviewing and communicating control measures appropriate to the risk assessment
- a description of conservation procedures for:
 - assessment and examination of items by competent persons
 - prioritising the conservation needs of a collection
 - recording conservation decisions and activities

- a reference to the Digital Preservation Policy.

The Collections Care Policy is aligned with the Salvage Plan which describes the key steps to take in response to an emergency to ensure the health and safety of all, and to enable staff to act swiftly to minimise damage to the collections in a salvage situation.

1.6.4 Digital Preservation Policy – *Under Development*

SCA is currently in the process of establishing a Digital Preservation Policy following an appraisal of the collections. The Digital Preservation Policy aims to set out how SCA intends to manage, preserve and make accessible the University's digital collections and the archives and special collections selected for long term preservation. This policy will:

- take a proactive and risk-management approach to digital preservation, considering preservation needs associated with managing digital materials
- outline selection criteria for Digital Preservation
- outline the roles and responsibilities of staff in digital preservation
- acknowledge the legal framework for digital preservation and dissemination.

The Digital Preservation Policy will continue to be updated to reflect emerging best practice in this area of professional development.

2.0 Management and Development Policy

2.1 Purpose

The purpose of this policy is to provide information and guidance on the basic principles and procedures governing the management and development of Special Collections and Archives (SCA) at Liverpool Hope University.

2.2 Governance

Special Collections and Archives (SCA) sits under the governance of the Head of Library Services who has overall responsibility for collection development and management and line manages the Special Collections Librarian. SCA is assigned an academic representative on the Library Steering Committee who facilitates an exchange of knowledge to maximise SCA's potential to support and enhance the teaching, learning and research activities across the university. SCA also collaborates with academics on developing partnerships through project work to engage with the wider community in Liverpool City Region.

2.3 Context and Definition

Liverpool Hope University's Archives & Special Collections, located in The Sheppard-Worlock Library at Hope Park Campus, is home to over 150,000 books, manuscripts, journals, newsletters, magazines, and pamphlets.

The Andrew F. Walls Centre is housed on the first floor of the Markland and access is through the Reading Room.

2.3.1 The Collections

SCA holds a number of special collections and archives 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.

An item or collection of items is normally designated as, added to, or acquired by SCA if it fulfils the first of the following criteria, and at least one of the others listed below:

The item must:

- complement, enrich or build on the subject strengths of existing collections

And also meet one or more of the following:

- identified as supporting LHU teaching and research needs
- is of intrinsic local, national or international heritage significance
- is written in manuscript format
- is a rare printed work
- is intrinsically archival in form and content (including artefacts, microfilm/fiche and photographs)
- 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.

2.3.2 Archives and Manuscripts

Archives and manuscripts are defined as original items in a variety of media, including parchment, paper, photograph, sound and 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.

2.3.3 Special Collections

Special Collections are usually identified as being the printed material within SCA, 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.

2.4 Resources

2.4.1 Developing professional skills and expertise

SCA is staffed with a full time, permanent member of staff, Special Collections Librarian, to deliver services, with additional help from Library Assistants on an ad hoc basis, the equivalent of one 0.5fte at grade 3. Cataloguing is carried out by the Special Collections Librarian and, only if funds are available through funding bids, by fixed-term contract project archivists.

2.4.2 Donations to Special Collections and Archives

SCA does not have an acquisition budget, however, collections are acquired through donation. Donations form an important role in the acquisition of archives and special collections and can range in scale from a few books donated by one person to entire libraries or collections by organisations or societies. Consideration will be given to the collecting policies of other institutions acquiring the same or related subject areas and consultations will take place where conflicts of interest may arise to avoid unnecessary duplication and the waste of resources. Other practical issues 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, for example, video or audio cassettes, obsolete formats requiring specific hardware to access
- they comprise wholly or largely of photocopies or facsimiles of original material except in exceptional circumstances, for example, 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.

Small donations will be assessed by the Head of Library Services, the Special Collections Librarian and the appropriate Academic Services Librarian. Academic staff with appropriate subject knowledge may also be consulted. Large scale donations would be referred by the Head of Library Services to University Senior Managers and, normally, a visit would be arranged by Library staff to assess the collection together with appropriate academic staff with subject expertise. A recommendation would then be made to the University Executive Board as to the value of the collection and its relevance to Hope's research interests.

2.4.3 Forward planning

Priorities for cataloguing the collections are based on user demand, governed by university learning and teaching, University events and anniversaries related to the collection and by the availability of staff time and resources. Factors considered when prioritising material for cataloguing include:

- How the material complements, enriches or builds on the collection strengths, as expressed in the SCA Collection Development and Management Policy
- How substantially the material supports the interests of the University's agenda in teaching, research and public engagement
- If it is of intrinsic local, national or international heritage significance
- Whether the material is known to be of interest to the wider research community
- Any specific conditions made by the donor or depositor, or by a funding body
- Whether the material is in poor physical condition.

3.0 Access and Discovery Policy

3.1 Purpose

The purpose of this policy is to outline the standards and processes involved in making the collections discoverable and accessible, including plans for future development and improvement, and to provide information on the nature of the different users and guidance to the services offered to them. SCA aims to enable the widest possible use of its collections by students, staff, and university stakeholders, and the local community.

3.1.1 Policy Alignment

The Access and Discovery Policy, in line with the policies outlined in the Management Policy Framework, is intended to ensure SCA fulfils its responsibilities to provide the broadest possible access to the collections in proportion to resources available.

SCA contributes to the Library's Information Literacy programme, and as such proactively encourages the use of the archives and special collections in teaching sessions. The Special Collections Librarian collaborates with academic staff to develop and support object-led enquiry and pedagogy, embedding archives and special collections in course delivery.

3.2 Customer Service Standards

In line with the Library Services Charter, standards are applied to the service offered by SCA:

- Enquiries will be answered within 3 days
- Items will be available for a researcher within 72 hours or an appointment confirmed
- Appointments will be offered when appropriate Library staff are available
- Priority will be given to LHU staff and students in pursuit of supporting the learning, teaching and research activities of the university
- We offer a remote research service of up to 60 minutes for researchers who cannot visit in person
- Teaching sessions must be booked in advance and designed in collaboration with the academic tutor. The Special Collections Librarian will prepare the material and provide guidance on preservation handling.

3.3 Principles of Access

SCA is keen to contribute to the University's mission to engage in the culture and heritage activities of the wider community, and in addition will proactively identify and cultivate new audiences. SCA staff seek help from leading experts in the field, namely, The National Archives and The British Library, and from networking and knowledge sharing with members of Academic Libraries North and other organisations in the Liverpool City Region. SCA aims to ensure that access to our rich collections is freely available to all users whilst safeguarding them for future generations.

3.4 Restrictions

3.4.1 Legislation

The corporate lead in this area is taken by the University's Legal Services, Governance and Risk. All legal requirements are complied with, notably those relating to data protection and intellectual property rights, guided by the following:

- [The Copyright and Related Rights Regulations 2003](#)
- [Data Protection Act 2018](#) with UK GDPR
- The National Archives Guide to Archiving Personal Data

Certain elements of the catalogue may not be available, where this is the case, a note will be added to the catalogue to inform researchers of restrictions to access.

Uncatalogued archives remain unavailable until they have been assessed by the Special Collections Librarian, however decisions on restrictions are reviewed when users request access.

3.4.2 Preservation

Special Collections aims to enable the widest possible use of its collections by students, staff and researchers and provide reasonable access within a framework of regulations designed to preserve rare, valuable and fragile materials, specified in the *Collection Care Policy*.

3.5 Service Users

SCA services are accessed by multiple stakeholders. Statistics are monitored to provide anonymised evidence of the different users, their use of the collections, and to guide improvements to the service.

Our core users fall into the following categories:

- LHU students (undergraduate and postgraduate)
- LHU academic staff
- LHU professional services staff including, but not exclusive to, the following:
 - Corporate Communications and Marketing
 - Student Support and Well-being
 - Global Student and Partnership Centre
- Student Futures
- LHU alumni and former members of staff
- Students and academics from other UK HEIs
- Students and academics from international HEIs
- Independent researchers
- Local community groups
- Donors and depositors of collections and partnerships developed through the deposit and loan of collections

3.6 Physical Access

There is step-free access to Special Collections and Archives from the entrance of The Sheppard-Worlock Library on Hope Park Campus. Further information on [how to find us](#) by car or public transport can be found on our webpages.

To make an appointment to visit the SCA Reading Room, please give a brief description of the research being undertaken, a favourable date(s) and time(s) to visit, and if known, indicate, the name of the archive, the box number, and reference number of the item(s) you wish to view. This information is available from [OneSearch](#) for books and [Hope Digital Collections](#) for archives.

Visitors are asked to provide photographic identification on their first visit, and you may also be asked for a letter of recommendation from the university you attend or the organisation you are employed by, however, this will be conveyed to you before your visit. If you cannot make your appointment, please let us know at least 24 hours in advance. All visitors will receive preservation handling guidance by a member of Library staff.

3.7 Intellectual Access

3.7.1 Collection Descriptions

Internationally recognised standards are applied to ensure consistent description of collections to enable linked data projects and access to information for a wide range of audiences. The following international standards are adhered to:

- Special Collections are described using AACR2, RDA, MARC21 and local standards to accommodate needs. These records are held in Clarivate's Library Management System, Alma and discovery search tool, Primo.
- Archives are catalogued using the International Council on Archives [General International Standard of Archival Description \[ISAD\(G\), 1994\]](#), using Metadatis' Epexio software.

3.7.2 Discoverability of Collections

- [Library Services web pages](#) provide access to special collections and archives.
- Special Collections are available through the online Library catalogue [OneSearch](#).
- Archive collections are available through the online discovery search tool [Hope Digital Collections](#).

3.7.3 Digitisation and Digital Preservation

Digital materials created through digitisation include scanned documents, photographic images, moving image and sound recordings. Born-digital materials, created or collected, may include oral histories interviews and digital artworks. Access to digitised or 'born-digital' materials is provided by [Hope Digital Collections](#), subject to licence where appropriate. SCA is currently undertaking a digital asset register of the collections to inform the digital preservation strategy to standardise efficient procedures and ensure compliance with legislative requirements. A Digital Preservation Policy is anticipated for the end of the current academic year.

3.8 Promotion

3.8.1 Internal

SCA contributes to or participates in the following:

- Regular updates in the Learning & Teaching, and Library newsletter directed to all staff at LHU
- Special Collections web pages provide information to all users
- LHU's online learning platform Moodle, provides information on help guides and access arrangements for LHU students and staff
- Hope Digital Collections provides detailed information of our archive holdings, digitised content, and curated [galleries](#) for teaching resources
- The Library Information Literacy Framework
- New staff inductions to raise awareness of the use of archives and special collections in object-based learning
- University events such as Open Days, Learning and Teaching Days and other promotional events and festivals with the aim of sharing our collections and innovative research with a wider audience
- Teaching sessions in support of post-graduate research and study skills training
- Exhibitions curated by students for critical assessment work are also welcomed in the designated display area outside Special Collections and Archives

3.8.2 External

Archives and Special Collections and Archives are promoted on external websites, and national and regional archive databases including:

- Hope Digital Collections: [Insights](#)
- [Archives Hub](#) and [Archives Portal Europe](#) (APE)
- The National Archives [Discovery](#)
- [The Archive Group: Liverpool City Region](#)

3.8.3. Social Media

SCA supports the Library Instagram account, [@LivHopeLibrary](#) and Special Collections blog, [Realms of Gold](#). Social media platforms are used to contribute to internal campaigns run by LHU, such as Student Futures' internship programme, and external campaigns, the Being Human Festival for example.

3.9 Reproduction

3.9.1 Copying or scanning items

SCA also offers a copying service for readers and remote users, by digital scanning or digital photography. SCA is committed to engaging with Liverpool Hope University's policy on [Equity, Diversity and Inclusion](#) and works with the [Learning Support](#) Team in providing students with scanned material, where possible, prior to a teaching session held in the Reading Room.

3.9.2 Photography

Personal photography is permitted, without the use of flash, for individual research and study purposes only, as long as it complies with data protection legislation and does not harm the original. Users are required to complete a declaration form with details of what has been photographed as evidence of personal use only. To reproduce an image for publication, either for personal or commercial purposes, requires written consent from the rights holder. Users must complete a Licensing Request form, including image and publication details, for which a charge may be imposed.

3.10 Feedback

SCA invites users to provide feedback, either by online form or in-person, to help develop our services. Targeted responses to archival training sessions are also gathered from our students to monitor learning outcomes and levels of confidence in using archives and special collections.

4.0 Collection Care Policy

4.1 Purpose

This policy aims to provide a comprehensive statement of intent and framework for the care of the collections entrusted to Liverpool Hope University and to communicate the principles that guide the preservation activities of Special Collections and Archives (SCA). This policy has been developed following best practice guidelines developed by The National Archives, the British Library, and the Conservation Trust.

4.2 Policy Alignment

This policy recognises the need for preserving the collections must be balanced with the needs and objectives of the University. SCA will follow best practice within the remit of the facilities and capacity available. This policy directly informs the Salvage Plan, which aims to:

- Describe the roles and responsibilities of university staff in a salvage operation following a response to an emergency in SCA
- Provide the guidelines and procedures to be followed in the event of an emergency to enable staff to act swiftly to minimise damage to the collections
- Describe the key steps to take in a salvage situation to ensure the health and safety of all staff
- Provide information on the four key activities for the salvage of damaged objects; salvage, sorting /triage, treatment and stabilising /packing for freezing.

4.3 Scope

This policy covers archives, manuscripts, printed collections, and artefacts often deposited with library and archive collections. Digital material is managed with reference to the *Digital Preservation Policy* (under development).

4.4 Definitions

For the purposes of this policy the following key terms used to describe activities in SCA have been defined to ensure common understanding.

conservation – measures and/or actions aimed at safeguarding cultural heritage while respecting its significance, including its accessibility to present and future generations

preservation – retention and protection of different formats of archive and library materials and/or their information content in order to maximize their useful life

preventive conservation – indirect measures and/or actions aimed at avoiding and minimizing future deterioration, damage and/or loss

interventive conservation – actions applied to an object to prevent or arrest damaging processes. Also known as remedial conservation.

4.5 Preventive Conservation

A preservation assessment survey was undertaken in 2015–16 to determine the conservation needs and priorities of our collections. The report advised much of the collection would be adequately cared for if given appropriate secondary protection and that minimal intervention was suitable to retain the collections history and integrity. Based on this recommendation and the lack of in-house conservation facilities and expertise, a philosophy of preventive conservation was adopted.

4.6 Preventive Conservation

4.6.1 Storage

Special Collections and Archives is located on the ground floor in The Sheppard-Worlock Library at Hope Park. An environmentally controlled collection space, referred to as the vault, was built in 2012 to ensure all archives, manuscripts and rare books are housed in conditions which meet minimum standards according to PD5454: Recommendations for the storage and exhibition of archival documents. The following standards have since been adopted to provide a benchmark against best conservation management practices to help adopted prioritise actions to ensure the long-term accessibility of the collections.

- British Standards Institution (2017). BS 4971:2017 Conservation and care of archive and library collections
- British Standards Institution (2018). BS EN 16893:2018 Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections

4.6.2 Environmental control

A system of temperature control and dehumidification, maintained by the University's Estates Department, is operational in the vault. Temperature and relative humidity readings are monitored regularly by the Special Collections Librarian, using two separate high-specification hygro-thermometers, and procedures are in place for reporting environmental issues requiring remediation.

4.6.3 Security

SCA subscribes to a disaster recovery service, Harwell Restoration with a priority user service agreement that offers 24-hour advice and support, identified in appendix D of the Salvage Plan. Appendix B of the Salvage Plan provides the risk management program of preventative measures that have been put in place to reduce the likelihood of an incident.

Only authorised members of staff can enter the vault. Other university staff can only access with prior knowledge of the Library staff and external contractors must be supervised at all times.

4.6.4 Resources

SCA is allocated an annual budget, subject to financial constraints, dedicated to the preservation of the collections. An ongoing program of repackaging is in place to ensure collections are housed using archival quality materials.

4.6.5 Handling

The main cause of damage to special collections and archives is sustained through poor handling. Library staff will provide advice on appropriate handling techniques to all users, and provide book supports and weights as appropriate. The Special Collections Librarian will provide demonstrations of good handling to groups of students in teaching sessions in the Reading Room. All users have a responsibility of care for the collections and are required to comply with the regulations on view in the Reading Room. A culture of good handling will ensure continued access to collections and help preserve them for future generations.

Access may be restricted if handling may damage the original materials. For information concerning other restrictions to access please consult the Access and Discoverability Policy [section 2 of this document]

4.6.6 Surrogates

A surrogate is the reproduction of an item deemed too fragile to handle, usually created digitally in-house following the file format preferences for digital preservation. A surrogate, or reproduction, can help prolong the life of an original in poor condition or subject to heavy use. In the event the historic significance of the original format is important to the research then access to the originals may be permitted at the discretion of the Special Collections Librarian.

4.6.7 Digitisation

SCA is aware of the potential risk of damage to special collections and archives and is committed to investigating future development ideas in digitising the collections for preservation measures, and to promote the use of special collections and archives to a wider audience, as far as resources permit. This will be actively developed in the Digital Preservation Policy.

4.7 Exhibitions

There is a dedicated display space for SCA with two moveable, standalone, flat-bed display cases with museum standard specifications, to provide a safe and secure environment suitable for rare books. There are also two upright display cases for books, archives, artefacts that do not have conservation concerns. The physical condition and preservation requirements of the material, the duration of an exhibition, its security, and the frequency with which individual items are displayed are all elements to be considered in following best practice display guidance.

SCA also participates in projects and events organised by externally funded bodies with the aim of sharing our collections and innovative research with a wider audience. In the event of a collaboration with other partners on an external exhibition, original material would only be loaned if environmental conditions met our requirements and issues concerning transport, security, insurance and other legal requirements were satisfied.

5.0 Digital Preservation Policy

[Under Development]

6.0 Approval and Review

Approved by the Library Steering Group (date)

Review Date: 5 years