

Harlaxton Manor Archives Collections Policy

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Harlaxton Manor Archives Collection Policy

1. Introduction

Harlaxton Manor was built in the 1830s for Gregory Gregory, a wealthy Nottinghamshire businessman, to replace the original Elizabethan Manor House in Harlaxton Village. Having travelled throughout England and Europe seeking inspiration, ideas and indeed artefacts for this huge house, Gregory employed Anthony Salvin as architect and Harlaxton Manor must be regarded as Salvin's masterpiece. Built in Ancaster stone, it is an exuberant merging of Gothic, Jacobethan and Baroque styles creating an unforgettable and dramatic impact.

Owner and architect had many differences of opinion, however, and Salvin having completed the exterior of the main building was replaced by William Burn who is thought responsible for much of the interior.

Few houses in the country can match the splendid approach to Harlaxton. A straight mile long drive across a bridge, under a gatehouse, past 'the pyrotechnic display of the forecourt gates and screen' to Salvin's towering facade whether by day or night when the building is floodlit, is in itself a memorable experience.

The house is now owned by the University of Evansville, Indiana, USA, and is used as their British Campus.

The Manor has a small but significant archive with photographs, documents and memorabilia. The archive is managed by the College Librarian. All accumulated material is being moved to a specific area designated as the Archives Room in the British Studies Faculty area. This material, together with additional items discovered and donated, is in the process of being sorted, accessioned, catalogued and packaged appropriately. An Accessions Register and Catalogue are being developed using the Library Catalogue system.

The personal records of staff and students are kept securely in another location within the Manor.

2. Contents of Archives

The Manor Archives contain documents, photographs and miscellaneous items documenting the Manor's 170 year history, such as:

- Photographs
- Maps and plans
- Items relating to previous occupants
- Items relating to WWI and WWII and the Manor

The Archives contain material relating to all aspects of the Manor from 1838, and earlier, to the present; the material relates to individuals (past and present occupants, staff, students, benefactors etc), Manor and College life, events, grounds and buildings. The material can be in the form of records or artefacts.

Records are defined as hand-written evidence, records in typed or printed format, computer generated records, maps, plans, drawings, photographs, audio and visual recordings which have been appraised as of archival value to Harlaxton Manor.

Artefacts must be relevant to Harlaxton Manor.

3. Aim

The aim of the Archives is to create and maintain a permanent, focused, relevant body of material that contains an accurate and comprehensive record of the Manor which can be used for the benefit of the Manor and College, past, present and future.

4. Management

The management of the Archives is delegated to the College Librarian by The Principal.

The College Librarian shall carry out policy based on the following criteria:

- Statement of Objectives: Appendix 1
- Code of Practice: Appendix 2

In addition, the following criteria will be followed:-

- Acquisition and Disposal: Appendix 3
- Terms and Conditions of Deposit: Appendix 4

5. Acquisition and Disposal

1. The College Librarian shall carry out the **Acquisition Policy** (Appendix 3).
2. The Acquisition policy shall be reviewed as necessary and at least every five years to take into account any changed circumstances, and made available in the Archives Room.
3. Acquisition or records by gift or loan shall conform to the **Terms and Conditions of Deposit** (Appendix 4).
4. An Accession Register shall record all acquisitions.
5. A Disposal/De-accession Register shall record those items destroyed/de-accessioned.

6. Access

1. External access to the Archives is by prior appointment made with the College Librarian. All records open to public inspection should be catalogued.
2. Reprographic copies shall be made at the College Librarian's discretion. Copies shall not be made if the process is in any way detrimental to the records.
3. External researchers may consult records only under the supervision of the College Librarian and may neither remove nor replace records on shelves.
4. Researchers must handle material with care at all times.
5. No food or drink is permitted in the Archives Room.
6. Only pencils or laptop computers may be used to make notes.
7. The College Librarian reserves the right to refuse access to fragile or confidential records.

Appendix 1

Statement of Objectives

- To locate, rescue, select, accession and preserve records of Harlaxton Manor.
- To make such records available to legitimate researchers and enquirers.
- To promote the use of the records.
- To assist the teaching and administrative staff in background research and the marketing of the Manor by using the records.

To facilitate the stated objectives, Harlaxton College shall adopt the **Code of Practice** (Appendix 2) and the **Acquisitions and Disposal Policy** (Appendix 3).

Bona fide researchers may consult the archives by appointment with the College Librarian.

No fees will be charged for researchers who visit the archives.

Appendix 2

Code of Practice

This code covers the responsibilities, working practices and procedures in the Archives.

Responsibilities of the College Librarian

1. To care for, preserve and add to the records in the Archives.
2. To make the records available for inspection.
3. To advise on the retention and disposal of records.
4. To store the records in conditions which are as far as possible in accordance with British Standard BS 5454: 2000 *Recommendations for the Storage and Exhibition of Archival Documents*.
5. The Archives room should be kept locked.
6. All records coming into the Archives should be given to the College Librarian and stored separately until accessioned.
7. The general rule is that no record or item should leave the Archives without the College Librarian's knowledge. All items which are borrowed must be properly recorded and signed for by the borrower. No item may be retained for more than one month. Wherever possible photocopies should be given rather than originals.
8. Photocopying is at the discretion of the College Librarian. It will not be permitted if there is any risk of damage to the record.

Appendix 3

Acquisition and Disposal Policy

1. The Royal Commission on Historical Manuscripts' publication *A Standard for Record Repositories* has been adopted as the basis for formulating this policy.
2. This policy covers the acquisition and disposal of any records relating to Harlaxton Manor Archives. It also defines the categories of records for acquisition.
3. The College Librarian is responsible for implementing the policy.
4. The College Librarian is responsible for acquiring official and non-official records and artefacts from all departments of Harlaxton College. It may also accept gifts and loans of deposited records and artefacts which pertain to Harlaxton College and Manor in accordance with the **Terms and Conditions of Deposit** (Appendix 4).
5. 'Records' are defined as hand-written evidence, records in typed or printed format, computer generated records, maps, plans, drawings, photographs, audio and visual recordings which have been appraised as of archival value to Harlaxton Manor.
6. Relevant artefacts are also accepted, such as textiles, cups awards, models, etc.
7. The College Librarian should actively seek out records which are at risk of loss, destruction or damage.
8. Records shall normally be available for inspection after 30 years, unless they are already in the public domain, in which case they shall be available immediately. Personal confidentiality must be respected and records referring to staff or students should generally be closed for 30 years unless the permission of the original donor is obtained. The original donor may request in writing that certain records of a confidential nature be closed for a period longer than 30 years, but not longer than 100 years. Such closures should be kept to a minimum, marked as 'Closed Records' and kept in a locked cabinet.
9. Record Categories
 - All paper records, microfilm, audiovisual and computer media, photographs, models, maps and plans which relate to Harlaxton Manor.
 - Personal papers of former occupants, students and staff.
 - Prints, engravings, paintings by or of former students and staff.
 - Books, pamphlets, magazines and newspaper articles.
 - Textiles and other artefacts.
- 10 Objectives for Implementation
 - Establish procedures for record management.
 - Request donations from former students, staff and other donors.

11 Disposal of Records and Artefacts

The disposal of accessioned items which are no longer required by the archives shall be officially recorded in the De-accession Register. Any item considered for disposal must meet at least one of the established criteria:

- The Archives possess an identical/similar item which is in better condition.
- The Archives possess an identical/similar item whose provenance is of greater importance to the Manor.
- The item does not belong to the Manor.
- The item would be more appropriately archived with another institution/individual.
- The item was accepted in error i.e. did not meet the conditions of acquisition.
- The value of the item is too great to be the responsibility of the Manor.
- The physical state of the item dictates that it cannot be stored safely.
- The physical state of the item dictates that it is beyond preservation or conservation.

Disposal may be effected by destroying, selling or donating the item concerned. Prior to disposal, the original donor should be informed where possible and his/her wishes considered.

The decision to dispose and the method of disposal will be decided by the College Librarian in consultation with the Principal.

Appendix 4

Terms and Conditions of Deposit

1. Ownership and Deposit

- 1.1 The Harlaxton Manor Archives may accept records on loan for a maximum period of three months, usually for exhibition purposes. Written permission from the owner to this effect is required. Indefinite loans are not accepted.
- 1.2 Where a deposit is by gift, ownership shall pass to Harlaxton College and there should be a written statement to that effect signed by the donor.
- 1.3 The Harlaxton Manor Archives reserve the right to refuse the offer of any item. Examples of criteria for refusal include:
 - The item does not pertain to Harlaxton Manor.
 - Identical/similar items are already owned.
 - The item is not suitable for conservation/preservation.
 - The Manor is unable to house the item.
 - The College will not accept conditions desired by the donor.
 - The physical state of the item is not stable/safe.

2. Storage and Preservation of Deposited Records

- 2.1 All reasonable precautions shall be taken to ensure the security of records.
- 2.2 Storage conditions shall, wherever possible, conform to BS5454.
- 2.3 Public access may be denied if the records are fragile.

3. Access

- 3.1 Records shall normally be available for inspection after 30 years, unless they are already in the public domain, in which case they shall be available immediately.
- 3.2 The donor may expressly permit access to records less than 30 years old.
- 3.3 The donor may request in writing that certain records of a confidential nature be closed for a period longer than 30 years, but not longer than 100 years. Such closures should be kept to a minimum, marked as Closed Records and kept in a locked cabinet.
- 3.4 The College Librarian may reserve the right to deny access to fragile records, or those waiting to be accessioned.

4. Lists

- 4.1 Deposited records shall be catalogued together with the main collection.

5. Provision of Photocopies

- 5.1 Copies shall be supplied consistent with the safety of the records.
- 5.2 Copyright shall be restricted in accordance with the Copyright Acts.

6. Publication

- 6.1 No records may be published in whole or in part, without the permission of an authorised representative of the College.

7. Exhibition

- 7.1 Deposited records may be used for exhibitions on the premises. They may not be loaned to other exhibitions without the permission of the College Librarian or The Principal.

8. Media

- 8.1 If the media wish to reproduce a deposited record, permission shall be obtained from the College Librarian and/or the donor unless they have waived that right.

9. Liability

- 9.1 Whilst deposited records are in the custody of Harlaxton College, every reasonable care shall be taken to ensure that storage conditions are satisfactory and that access to the records is adequately supervised but Harlaxton College can accept no liability for any loss or damage.