

University of Brighton Design Archives Collecting Policy

University of Brighton Design Archives

Faculty of Arts

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1. Scope of the policy

The University of Brighton is a Higher Education Corporation by virtue of the Education Reform Act 1988. As such, the university is an exempt charity under Schedule 2 of the Charities Act 1993.

The University of Brighton's College of Arts and Humanities has evolved from the Brighton School of Art, which was founded in 1859. Committed to learning as a collaborative process, the College nurtures excellence in the visual arts, architecture, design, art and design history, media studies, moving image and film studies, literature, languages and humanities, and provides a world-leading research environment for the arts.

In accordance with these aims and objectives, the University maintains the Design Archives as a strategic element of its research and teaching activities. The Design Archives acquires and makes available archives of demonstrable long-term research value, which document British design and global design organisations in the twentieth and twenty-first century. It also collects material documenting the history of the College of Arts and Humanities and its predecessor institutions, including the Brighton School of Art.

This remit is underpinned by a principle that the research potential of new acquisitions should be enhanced by its connections with other archives already held, and that this process is reciprocal. As such, the archives will not normally seek to acquire material in fields not linked to the existing strengths of its holdings.

The Design Archives does not have a budget for acquisitions, and therefore relies on acquisition by loan or donation. Where appropriate, we work actively with donors to acquire funds for stewardship activities such as cataloguing and conservation.

2. What we collect

- Business and operational records of design institutions and corporate bodies
- Personal papers of individual designers
- Records in all media including paper, photographic media, audio, video and digital

As an archive rather than a museum collection, we normally collect objects only where they have evidential value as records within a larger archive. In such circumstances, a decision on their acquisition is subject to the criteria at section 4 below.

We do not collect groups of reproduction or duplicate documents, particularly if the originals are already housed in another recognised archive repository.

3. Co-operation with other institutions

The Design Archives actively collaborates with other institutions nationally and internationally. It takes account of the acquisitions policies of other archive and museum repositories collecting

in the same or related areas, and where appropriate will consult with such institutions with the aim of avoiding duplication of effort and resources.

4. Process

Offers of material should be made to the Curatorial Director at the contact details above.

All potential acquisitions will be assessed by the Design Archives team taking into account the following criteria:

- fit with existing holdings and the collecting remit of the Design Archives
- sustainability of the acquisition in terms of the resource requirements such as storage space, cataloguing and conservation
- any other relevant issues, including legal or copyright questions

Archives are normally held as long-term loans, which means that title does not transfer to the University. A document of agreement will be prepared, setting out the terms of the loan. Given the resource implications of caring for archives, a standard initial period of deposit is included in the document, with scope for renewal thereafter.

5. Conditions

All material must be the property of the depositor, who must have the legal authority to deposit it with the University.

There should be no unnecessary restrictions on access to the material or its availability for research, beyond those existing in law.

The Design Archives does not undertake the management of current records which are still required for business or operational use. In the case of institutional archives whose business continues, the deposit agreement will include a cut-off date for material in the initial transfer, and terms for the arrangement and documentation of any future deposits before transfer.

The University of Brighton reserves the right to decline any item offered for the collection which does not adhere to this acquisitions policy.

6. Disposals

Once selected and accessioned into the Design Archives collection, there is a general presumption against any material being de-accessioned. However, as part of the cataloguing process, material is sometimes removed, for example where there are multiple copies of an item, or where the material is of a particularly personal nature. In such cases the following procedure will apply:

- a) The material will be offered back to the donor
- b) If the donor or their successors do not wish to take the material back, the question of an alternative institution will be considered, in discussion with the donor
- c) If this is not considered appropriate in the circumstances, permission will be sought from the donor to destroy the material.

7. Reviewing the policy

The University of Brighton will review this policy periodically and reserves the right to amend it at any time as necessary.

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