



Archives Policy

1 Introduction

Abertay University is a modern university based in Dundee providing a diverse range of industry relevant courses at undergraduate and postgraduate level. It has established an Archive to promote the ongoing preservation and access to its historical records and those of its predecessor institutions, and also document the ongoing development of the University into the 21st century.

2 Purpose of the Policy

This policy provides a high level statement outlining the purpose, objectives and conditions defining the scope of archival activities that are carried out in Abertay University.

3 Related Policies

Other policies will provide more detail on areas covered by this policy, specifically on acquisition, preservation, and access.

4 Purpose of the Archives

Abertay University Archives exists to collect, preserve, and provide access to the historical records of the University in order to provide an information resource that is of benefit to students, staff, and the wider community.

The Archive Service forms part of Information Services, and the University Archivist reports directly to the Head of Library Services.

5 Objectives

The objectives of Abertay University Archives are:

- (a) to provide archival advice to the University, and records management advice where appropriate;
- (b) to select, preserve, and maintain the University's archives as well as those sourced externally; and
- (c) to promote the archives to the University community and wider community stakeholders as a research resource and source of inspiration that contributes to the University's teaching and learning mission, and its ongoing commitment to make its knowledge accessible.

6 Acquisition

Abertay University Archives is the place of deposit for all records of the University and its predecessor bodies in all formats that have been selected for permanent preservation by the University Archivist because of their historical significance, or because of a legislative or business need that requires permanent retention.

It will also include records transferred by gift, purchase, temporary or indefinite loan of individuals, families, estates, societies, organisations (including associated student bodies),

institutions, industry, and business (including related University companies) that are of legal, historical, or cultural significance and that relate to Abertay University and its objectives.

It will collect archival records that

- provide a continuing corporate resource to assist in the governance of the University;
- document the history of the University and its predecessor bodies as they developed;
- provide insight into the experiences of students and staff at the University and its predecessor bodies;
- document the histories of individuals, families, businesses, organisations etc with close ties to, or that relate to the educational objectives of, the University and its predecessor bodies.

7 Maintenance and Preservation

Abertay University Archives aims to store the collections in accordance with British Standard Guidance *PD 5454: 2012 – Guide for the storage and exhibition of archival materials*, current digital preservation guidance as set out by the Digital Preservation Coalition, and Abertay University Archives' own preservation policy. Any conservation work required on items will be undertaken externally by a trained and qualified conservation professional.

Archives will be arranged, described and catalogued according to the International Council on Archives *International Standard of Archival Description (General)* [ISAD(G)]. Catalogue lists will be made available externally on the University Library website, and submitted to the Scottish Archive Network (SCAN) and National Archives for inclusion in their online catalogues.

8 Access

Direct public access to the Archives will be provided free of charge within the University campus to students, staff, and members of the public wishing to conduct research themselves. This access will be supervised with staff present to assist in finding and accessing the information they need and, where possible, to interpret the archive collections. Charges will be made for other services such as providing copies of archives, and staff conducting research in the collections on behalf of researchers.

Access to the Archives will be provided in accordance with current University policies, Freedom of Information (Scotland) Act 2002, Data Protection Act 2018, Environmental Information (Scotland) Regulations 2004, and existing copyright legislation.

Access information will be recorded in the Archives systems for evidential and statistic gathering purposes, and where applicable be disposed of according to data protection legislation.

Suitable items from the collections may also be displayed for limited periods on campus and externally in accordance with *PD 5454: 2012 – Guide for the storage and exhibition of archival materials*. Items may also be digitised to be accessed online.

9 Reviewing the Policy

This policy will be reviewed by the University Archivist in February 2020, and every three years thereafter.

Document information

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Version Control Table

Version No.	Purpose / Changes	Author	Date
1.0	New policy	Ruaraidh Wishart, University Archivist	20/02/2019
1.1	Significant textual revisions to sections on Acquisition (6) and Access (8)	Ruaraidh Wishart, University Archivist	04/03/2019
1.2	Textual revision to section on Access (8) regarding charges for services	Ruaraidh Wishart, University Archivist	18/03/2019