



Worcester College Archives Collection Policy Version 2.0

Status and Authority

1. The repository is known as Worcester College Archives, and is located at Worcester College, Oxford, OX1 2HB
2. The College Archives reports to the Library Committee, responsible to the Governing Body of Worcester College, Oxford

Scope of Collecting

1. The College Archives selects and preserves records relating to the history of the College and its members, in order to make the records, and the information they contain, available for administrative and research purposes.
2. The College Archives will collect:
 - i. Records produced by the College's departments in the course of their administration and records produced by student-run clubs and societies, in line with retention schedules.
 - ii. Records relating to the College, its buildings, estates, members and activities (including student-run clubs and societies), which may not have been produced by the College itself, or which may not now be in the College's custody.
 - iii. Papers of members of the College, both junior and senior, where these have a clear relevance to the history of Worcester College or where the papers are of significant research value and will support current or future research and teaching in the College.
 - iv. Records relating to collections that are already held in the College Archives.
3. The College Archives will accept records in hard copy or digital format, and photographs, pictures, vinyl records, tapes, films and three-dimensional artefacts. Photocopies and duplicate items will not normally be accepted.
4. The College Archives will seek to avoid a conflict of interest with any other archive. In the event of such a conflict arising the Historical Manuscripts Commission at The National Archives will be referred to as the final arbiter. If refusing the offer of a collection which falls outside the scope of this policy, the College will seek to refer the individual to a more suitable repository.

Methods of Acquisition

1. All records from internal sources are the property of the College.
2. Collections from other sources are accepted as gifts with the transfer of rights for future management of access and copying. See the Worcester College Library and Archives 'Donation Form and General Conditions of Deposit' for further information.
3. Purchases will only be made for records of outstanding importance to the College.
4. Records are not accepted on loan.

This policy was approved by Library Committee in May 2022, and will be reviewed at least every five years.

Version	Date	Author	Rationale
1	October 2018	Emma Goodrum	Approved by Library Committee
2.0	February 2022	Emma Goodrum	Revision of document: addition to 'Scope of Collecting' part 2.i and part 3; adjustment to 'Methods of Acquisition' part 2. Agreed at Library Committee, Trinity Term 2022.