

Archives Services Collection Development Policy

Libraries & Collections

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Policy Statement

The Archives Services Collection Development Policy explains the background, collecting remits and processes involved in the acquisition of archive material for King's College London Archives and the Liddell Hart Centre for Military Archives. These principles are intended to ensure that new collections are significant, appropriate, and beneficial to the users of Archives Services.

1. College Archives: background

1.1 The College Archives are among the most extensive and varied higher education collections in the UK. They include the institutional records of King's since 1828, records relating to King's College Hospital and the medical schools of Guy's and St Thomas' Hospitals, and records relating to other institutions that have merged with or were created by King's, including King's College School, Strand School, Queen Elizabeth College and Chelsea College. The College Archives also include many personal paper collections of individuals with links to King's and its associated institutions.

1.2 The College Archives are well used by students and staff of King's, from Arts and Humanities and Science departments, and by historians, genealogists and private researchers from around the world.

2. College Archives: collection strengths

Particular collection strengths include:

- history of education
- history of medicine
- women's history
- history of London
- history of science
- history of modern Greece
- twentieth century English Literature

3. College Archives: collection remit

3.1 Detailed examples of material sought and accepted as College Archives collections are given in *Selection principles for institutional records*. Specific considerations are:

- Lasting historical value
- Relevance to King's and/or its associated institutions

- Relevance to the study of an individual with links to King's and/or associated institutions
- Additional relevance to the collection strengths outlined above

3.2 Collections are accepted in analogue and digital formats, but Archives Services reserve the right to decline material that cannot be accessed or preserved at reasonable cost.

3.3. The following material is routinely declined by College Archives:

- Material with no connection to King's College London, its predecessor bodies or bodies with which it has merged
- Material which duplicates existing holdings
- Material which duplicates holdings of other repositories
- Multiple copies of the same items
- Readily available published material (unless relating to King's College London), including books and offprints of articles available online
- Drafts of published papers or reports
- Material relating to routine activities, e.g. Finance, IT, maintenance, catering
- Collections which were created within and relate to the cultural heritage of other nations
- Unsuccessful applications, i.e. project funding, job applications, etc.

3.4 Where material does not meet the collecting remit of the College Archives, every reasonable effort is made to suggest an appropriate alternative repository.

4. College Archives: acquisition

College Archives collections are acquired by:

- Transfer from creating departments within King's, in accordance with the provisions of the *Records retention schedule*
- Transfer from the care of the Information Management and Compliance team, as material originally received for medium-term records management storage, but subsequently identified as being of lasting historic value
- Donation and deposit by individuals with links to King's and its associated institutions

5. Liddell Hart Centre for Military Archives (LHCMA): background

5.1 Founded in 1964, the LHCMA is a leading repository for research into modern defence policy in Britain, its strategy, planning and conduct. Its significance has been recognised by the Arts Council England's Designated Outstanding collection scheme. The LHCMA holds the private papers of over 800 senior defence personnel who held office from the late nineteenth century onwards. Individual collections range in size from a single letter to the thousands of items contained within the archives of Captain Sir Basil Liddell Hart.

5.2 LHCMA collections are used by King's students and staff, notably from the departments of History and War Studies, and by an international readership of academics, authors, television companies, genealogists and private researchers.

6. LHCMA: collection strengths

Particular collection strengths include:

- War and Cold War
- Peacekeeping
- Empire and decolonisation
- Photography
- Mechanised and nuclear warfare

- Science and technology
- War crimes
- Propaganda
- Nationhood
- Defence
- Military strategy and tactics

7. LHCMA: collection remit

7.1 The LHCMA collects personal and semi-personal material, in analogue and digital formats, relating to the active service and peace-time activities of retired and deceased British forces officers, and the papers of authors and commentators on international security and defence policy.

7.2 The focus is upon collecting unique material, but printed or otherwise duplicated material may be considered in instances where it cannot readily be accessed elsewhere.

7.3 The LHCMA does not collect material that may be considered the cultural heritage of countries other than the UK, and does seek to compete with other UK repositories.

7.4 The Archives Collections Manager checks prospective new acquisitions against The National Archives' Discovery site, and may liaise with other repositories in order to avoid acquiring material that may be more appropriately housed within other collections.

8. LHCMA: acquisition process

Collections are acquired by the LHCMA, chiefly as donation and deposit, through:

- A 'search for archives' programme of approach letters to prospective donors and depositors
- Approaches by prospective donors and depositors
- The personal contacts, advice and expertise of the LHCMA's Trustees
- Personal contacts of existing donors and depositors
- Additional accessions to existing collections
- Occasional purchase

9. College Archives and LHCMA: appraisal and assessment

9.1 Possible new accessions are assessed for historical significance, and for their relevance to the existing collections and to current and potential future areas of teaching and research.

9.2 Advice is sought, where necessary, from other King's staff and professional colleagues in other repositories. Academic staff in relevant King's departments may be consulted about the research potential of collections.

9.3 The possible acquisition of larger collections, and of any collections with significant cost or storage implications, is referred to the Libraries & Collections Collection Development Group.

10. College Archives and LHCMA: sensitive and closed material

The presence of personal data or sensitive personal data need not be a bar to acquisition: if the historic significance of such material is deemed sufficient, Archives staff may discuss possible closure periods with donors, depositors and transferring departments.

Administrative records are routinely held as closed for 20 years, personal data for 80 years and sensitive personal data for 100 years. Additional discretionary closure periods may be considered on a case-by-case basis.

No material is accepted for an indefinite closure period.

11. Implementation and review

11.1. This policy will be communicated to Library Services staff, interested parties within King's College London, and to external agencies and others with an interest in its context, on demand. It will be made available to the public via Libraries & Collections webpages.

11.2. The Archives Services Collection Development Policy will be reviewed every two years. This does not preclude earlier review should internal or external developments warrant it.

12. Useful sources

- King's College London *Selection principles for institutional records* (2015)
- King's College London *Records retention schedule* (revised 2016)
- King's College London *Library Services collection development and management policy* (2015)
- King's College London *Library Services procedures for the receipt and assessment of gifts and donations* (2014)
- King's College London *Liddell Hart Centre for Military Archives: information for potential donors and depositors* (2015)
- University of Swansea *Richard Burton Archives collection development policy* (2014)
- Cumbria Archive Service *Collections development policy* (2013)

Version Control

Version	Date	Author	Description of Changes	Review