

UC Library Archives Collection Development Plan 2017-2027

1. Scope and purpose

This plan is for the ongoing development of the UC Library Archives Collection, which is managed by Macmillan Brown Library alongside the Macmillan Brown Published collections, the UC Library Special Collections and the UC Art collection. The purpose of the UC Library Archives is to support learning, teaching and research at UC. The collection should remain of sufficient depth to support high quality research to postdoctoral level. It supports *UC's Rautaki Whakawhanake Kaupapa Māori* in contributing to indigenous knowledge economies and ensuring graduating students are able to live and work in a bicultural Aotearoa. It also supports *UC Pasifika Strategy*, supporting the next generation of Pasifika leaders. The UC Library Archives are widely recognised by national and international research communities, being part of a global network of cultural heritage institutions.

The scope of the collection includes archives, manuscripts, photographs, architectural drawings and other similar unpublished material in hardcopy or digital formats. Ephemera will be collected if it is acquired as part of an archival fonds although there is also a separate Ephemera Collection which is covered by the Macmillan Brown Collection Development Plan. Collections consisting entirely of ephemera would in most cases come under the latter.

UC Library Archives has traditionally collected research data deposited by UC academics, mostly in hardcopy format but also in digital and audio-visual formats. Material collected has related to a range of disciplines, primarily humanities and sciences. The explosion of digital research data since the 1990s necessitates a new resource framework to ensure its long term preservation. This is especially in relation to 'big data' and data that employs very specialised metadata schema. Interim measures are in place until such a time UC has the specific resources and capability to manage and preserve such data in the long term, or is able to be part of a national solution. In the meantime, UC Library Archives will continue to provide advice to potential depositors of research data and will collaborate closely with the UC Library Research Team in this area.

UC Library acknowledges the duty to preserve and protect the material in its care, and to uphold the value of Tiakitanga. UC Library will take a conservative approach to the acquisition of new archival collections due to the considerable resources required for ongoing preservation and access. Section 2 provides general criteria for collecting which will be applied in tandem with the priority subject areas set out in section 4. Due to the known limitations of staffing and preservation resources, acquisitions over the next decade will for the most part fit the priority one collecting areas. The primary method of acquisition is by donation, the process for which is recorded in a separate standard operating procedure.

2. General Criteria

The UC Library Archives is comprised of unique, unpublished material relating to Waitaha/ Canterbury, the West Coast and where appropriate, the Pacific Islands. Priority will be given to primary source material with evidential value which supports new areas of research of interest to UC students and staff. Teaching of the use of primary source evidence is also introduced at undergraduate level at UC and incorporated into student assessments.

As stated in the Information Resources Policy, UC Library will not seek to gain legal ownership of original taonga, including archives, photographs or art works belonging to tribal entities, and will

instead prefer to play a kaitiaki role in partnership with iwi/hapū/whānau when caring for these collections.

With regard to Pacific material, UC Library will respect the rights of indigenous peoples to retain control and intellectual property over cultural heritage collections. UC Library will not seek to acquire archives located in the Pacific Islands, unless under exceptional circumstances, but will collect the records of individuals, clubs, societies, voluntary groups, organisations and individuals in Aotearoa whose papers primarily reflect their association with the Pacific or Pacific peoples. The geographical definition of the Pacific for the purposes of this document is detailed in the Macmillan Brown Collection Development Plan, 2017 and conforms to the terms of the Macmillan Brown Centre for Pacific Studies.

The following general appraisal criteria will be applied when assessing material that fits within the subject and theme areas in section 4.

- An initial assessment as to where the material fits in relation to the priority one or two subject collecting areas will be undertaken.
- Material which relates specifically to current research or teaching being undertaken at UC will be given a high priority.
- The significance of the creator will be taken into account.
- The material should be unique and original.
- UC library will only accept material for which it has the resources to store and preserve in the long term.
- Material which requires remedial conservation, but for which UC Library does not have resources to undertake will not be accepted.
- UC library will only accept material for which it has the resources to provide research access to.
- The collection should be free of restrictions.
- The material should not duplicate existing collections.
- If material by the same creator is held by other institutions, UC Library will recommend that the donor deposit it with that institution.
- The likelihood of subsequent donations and the availability of resources to process and preserve them will be taken into account when deciding to accept or decline a collection. Further additions not a collection will not automatically be accepted and may in some cases be declined.

3. Material types, formats and sub collections

All material types and formats will be considered for collecting, however decisions as to whether to accept some formats will take into account the library's ability to preserve them in the long term. Material collected will generally fall into three sub collection areas:

Archives and manuscripts

Original records from a person, organisation or group that reflect the activities and functions of that person organisation or group. These will include but are not limited to minute books, correspondence, financial papers, reports, and personal papers. These may be in hardcopy, audio-visual or digital formats.

Architectural Archives Collection

Plans, drawings, specifications, architectural photographs, job diaries, scrapbooks in hardcopy or digital formats such as Computer Assisted Drawings (CADs).

Photograph collection

Early photographic formats such as daguerreotypes, tin types, ambrotypes. Black and white and colour prints, negatives, including glass, slides, albums and digital images. Nitrate negatives will not be collected if the health and safety risk is judged to outweigh the benefits.

4. Subjects and themes

The subjects and themes will be considered in relation to the general criteria set out in section 2 above when appraising archival collections for acquisition. As a general framework, the subject areas follow those set out in the Macmillan Brown Library Collection Development policy. For the UC Library Archives, more specific priority areas have been identified within those subjects due to size and space considerations of archival material.

Priority 1 collecting areas 2017-2027.

The UC Library Archivist works in partnership with UC academic staff and other library specialist staff to discuss and develop collection needs for learning, teaching and research across a range of subject areas. Key areas have been identified as likely to be in high demand for current and future learning, teaching and research at UC (not in priority order).

Business and industry in Waitaha/Canterbury relating to innovative science and engineering, particularly where there are links to UC research. These will be prioritised over business archives which have more general local history relevance.

Pacific individuals and organisations in Aotearoa and Waitaha/Canterbury in particular. Personal papers and organisational archives.

Ngāi Tahu individuals and organisations, (the library does not seek ownership of these but prefers to play a kaitiaki role in partnership with iwi/hapū/whānau). All archives of Te Rūnanga o Ngāi Tahu are owned and managed by TRoNT Archives, including those in the physical care of UC Library. Collecting will mostly be local to Canterbury, and other South Island institutions may be more appropriate for local collections within the rohe of Ngāi Tahu (for example Hocken Collections).

Māori individuals and organisations, including papers of people or organisations containing information of relevance to Māori in Waitaha/Canterbury in particular. The library does not seek ownership of these but prefers to play a kaitiaki role in partnership with iwi/hapū/whānau.

Social issues affecting Canterbury and Aotearoa. The priority will be collections that reflect diversity and social activism in the local community and fill silences in the collection – e.g. youth, women, LGBTQ+, Māori and Pacific voices, refugee and migrant voices, counterculture movements.

Politician's papers. Priority will be given to collections that reflect political issues of local importance, e.g. peace, climate change, poverty, crime. Papers of high profile politicians of local

significance are a priority. The collection should represent the diversity of the political spectrum.

Contemporary art and performing arts in Canterbury reflecting youth and popular culture to redress the traditional bias toward classical music and mainstream performing arts.

Built heritage of Ōtautahi/Christchurch and Waitaha/Canterbury, particularly architectural drawings, but also other documentary forms such as archives and photographs.

Archives relating to the 2010 and 2011 Canterbury Earthquakes. This will include material relating to the environmental, social, and psychological impacts of the earthquakes. Priority will be given to material required for current teaching or research, or which enhances the research value of existing collections – for example by telling the story of the built history of Waitaha/Canterbury over time. With regard to born digital material, there is some potential for crossover with UC QuakeStudies. UC QuakeStudies collects material in digital format, including born digital and digital facsimiles but not hardcopy material. UC Library collects artefactual material including born digital and hardcopy material but not facsimiles. UC library and UC QuakeStudies have agreed in principle to collaborate and consult on acquisitions of new born digital material, and will make decisions on a case by case basis. Similar collecting is appropriate for any subsequent natural disasters of a similar nature.

UC history – selective collecting of areas not covered by the Public Records Act, 2005 which are managed by UC Information and Records. UC Library Archives collects material not created in the course of UC business administration and not covered by the Public Records Act, 2005 but which documents the intellectual, cultural and social life of UC. This includes the personal and professional records of individuals who have had a significant relationship to UC, and the records of UC clubs, societies and organisations, such as student or employee clubs like ENSOC.

Priority 2 collecting areas

These are subject areas which have traditionally collected but which have now become a lower priority, either because existing material is deemed sufficient or because of changing research needs.

Literary archives including personal papers, working papers and drafts of literary works. This is already a strength of the collection and therefore future collecting will be limited to works of exceptional and immediate research value.

Forestry records and photographs where relevant to teaching and research at UC.

Clubs, societies, personal and family papers – are only to be collected where they fit the priority one areas in section 2. Sporting or recreational clubs will not be collected as per the MoU with Canterbury Museum.

Fine arts archives including personal papers and photographs are to be collected only where there are strong links to the UC School of Fine Arts or the UC Art collection as per the Art Collection Policy. For collections more generally relating to Art in the community we will consult with the Christchurch Art Gallery Library.

Music and performing arts archives including personal papers and photographs are to be collected only where there are strong links to the University of Canterbury or if the collection is related to, or is significant in its reflection of a heterogeneous community.

Labour and industrial relations is an area of existing strength which should be sufficient to meet current research needs. These will not be actively collected apart from people or organisations for which we hold existing material.

Farming and agriculture: While the collection contains material relating to agriculture, particularly early farm and station records and photographs, this is an area which will no longer be actively collected as it is not strongly related to UC's current academic needs.

Not collected:

The areas below are not collected, either because they do not relate to UC's learning, teaching and research needs, or because of existing agreements with other collecting institutions.

- Antarctica
- Chatham Islands
- Records of Sport and Physical recreation
- School archives
- Denominational archives
- Postcards
- Philatelic collections
- Government archives
- Architectural models (included in former collection policy but now no longer collected)
- Human or natural history objects