

LOUGHBOROUGH UNIVERSITY ARCHIVES
Pilkington Library
Loughborough University
Leicestershire LE11 3TU UK
Tel: +44(0)1509 222357 (Library) 222359 (Archives)

COLLECTION POLICY STATEMENT

Loughborough University Archives is the official repository for the institutional records of Loughborough University and its predecessor colleges.

The present university originated from the Loughborough Technical Institute established in 1909. It was also previously known as Loughborough Technical College (1918-21), Loughborough College (1921-52), and Loughborough College of Technology (1952-66). It was designated a College of Advanced Technology in 1957 and granted university status in 1966 as Loughborough University of Technology. It has been known as Loughborough University since 1996.

Loughborough College was divided into four separate institutions in 1952: Loughborough College of Technology (see above); Loughborough Training College (known from 1966 as Loughborough College of Education) (1952-77); Loughborough College of Art and Design (1952-98); and Loughborough Technical College (later known as Loughborough College of Further Education and now as Loughborough College).

In 1977 Loughborough College of Education was amalgamated with the University and in 1998 Loughborough College of Art and Design was also reintegrated with University.

Loughborough University Archives aims to:

- Collect and preserve all kinds of archival material relevant to the history of the University and its activities, and its staff, students and associates. Records are accepted in most formats, provided that proper equipment exists for research use. Records may include manuscript and printed material, plans, photographs, films and sound recordings.
- Provide adequate and appropriate conditions for the storage, security and preservation of archival materials.
- Arrange and describe these materials according to archival principles and make them available to bona fide researchers (unless access is restricted by institutional or legal requirements or by written agreements with donors).
- Facilitate research into the history of Loughborough University by members of the university and by other interested persons through the provision of a reference service and appropriate facilities for the consultation of archives
- Promote awareness and use of the University Archives both within and outside the University.

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The Archivist has the primary responsibility for Archives collection development.

Archive materials are normally acquired in the following ways:

- Transfer of the formal records of university boards and committees, selected administrative records, and papers of academic and service departments as appropriate
- Donation of materials, whether voluntarily offered to, or actively solicited by the University Archives. It is Archives policy to encourage donations of material in keeping with the scope of the University collection.
- Deposit on loan. Donations are preferred to deposits on loan but loans may be accepted subject to the conditions of accession listed below.
- Purchase. Purchases may be made only in exceptional circumstances and if funding permits.

Conditions of accession:

- Donations accepted become the exclusive and absolute property of Loughborough University
- Donations and deposits on loan will only be accepted if covered by a contractual agreement between Loughborough University and the donor or depositor.
- Records will be available for public reference immediately or as soon as is practicable (subject to any written restrictions agreed between the donor or depositor and Loughborough University).
- The Archives reserves the right to evaluate and select for destruction any records deemed not to be worthy of permanent preservation, and the intention shall be made clear at the time of transfer.
- The Archives accepts the principle that there should be a strong presumption against the disposal by sale of any documents in its ownership.
- Acquisitions purchased with the assistance of grant aid will be held subject to the terms and conditions of bodies from whom such aid has been received.

Jenny Clark
University Archivist
Loughborough University Archives

Date: 10 February 2009

This Collection Policy Statement shall be subject to review in February 2012