Legal and Governance, library and

1. Policy Statement

1.1. This policy outlines how the RCN Library and Archive Service (LAS) acquires, maintains, and makes accessible the collections it holds.

To purchase trade union publications as required to support

5. The attendees reflect all aspects of LAS work and include four country representation.

Attendees:

Name	Job title
Teresa Doherty	Joint Head Library and Archive Service
Anna Semmens	Joint Head Library and Archive Service
Diane McCourt	Collection Development Manager
Fiona Bourne	Archive Manager
Andrew Temple-Mabe	Collection Development Specialist
Dawn Williams	Collection Development Specialist
Neasa Roughan	Assistant Archivist
Katherine Chorley	Assistant Archivist (Digital)
Frances Reed	Events & Exhibitions Coordinator
Ian Jacklin	E-Systems Information Manager
Mandy Watson	Information Specialist
Vikki Killington	Librarian and Information Services Manager Wales
Sian Kiely	Knowledge and Research Manager Scotland
Gavin Carville	Library Team Leader Northern Ireland
Sarah Cull	Customer Services Manager
Sibylla Parkhill	Customer Services Information Specialist

Observers are welcome.

Meetings

6. Meetings will take place monthly, with a minimum quorum of the Collection Development Manager, Archive Manager and the Joint Head of Library and Archive with responsibility for collections. Other listed participants may be required for specific agenda items.

Governance

7. All notes and papers will be made available ten days after each meeting to the wider Library and Archive team and kept for the life of the company for transparency of decision making.

Accountable to: Professional Nursing Committee (PNC) who will receive information as requested and as part of the LAS' annual report to them.

Royal College of Nursing
RCN Library and Archive Service
Collections Management Policy
Version 2.0

Appendix B – Relevant RCN Policies and Plans

Appendix C: Donation Agreement

Library and Archives Donation Form

The Royal College of Nursing would like to thank you for offering to donate the below listed items to our collections. We appreciate you considering us for this donation. Please could you detail the donation you would like us to consider.

I wish to donate the following material to the Royal College of Nursing

RCN LAS partner with the Mary Evans Picture Library https://www.maryevans.com who manage the sale of licenced copies of photographs from the RCN collection. LAS do not use their sister website https://www.prints-online.com. Any income generated is used to preserve and promote nursing history.

If you consent to photographs you donate being made available in this way, please mark this box. If not, leave it blank.

I consent to images from this collection being shared online via the Mary Evans Picture Library (https://www.maryevans.com)

Donation Form prepared by: Date:

Royal College of Nursing
RCN Library and Archive Service

Silences

In reviewing RCN collections for equality and inclusion the LAS team identified significant absences from the collections. Publications and records that have not been created are not 'gaps' that can be filled, but