Special Collections, Archive and Object Collections Management Policy

Version 2.0

Document control summary

Title	RCN Special Collections, Archive and Object Collections Management Policy
Status	Agreed
Version No.	2.0
Date of this draft	October 2021
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RCN

Cataloguing and Documentation

Preservation and Conservation

Access

2.6. This policy provides a collections management framework for RCN LAS Special Collections, Archive and Object Collections. This ensures the RCN LAS manages the collections legally, effectively, ethically and in line with accepted professional standards. These are set out in

2.7. The RCN LAS will work closely with appropriate internal departments and external partners to ensure the continuous development of its collections.

2.8. The RCN LAS holds sole responsibility across the UK for the creation and management of the RCN Group Special Collection, Archive and Object Collections.

3. Collection Development

3.1. Criteria for collecting Special Collections, Archives and Objects lies with the Collection Development, Archive, and Events & Exhibitions Managers respectively. Their experience and expertise are vital factors in ensuring the long-term coherence of the collection.

3.2. RCN LAS want the collections to reflect member diversity. LAS acknowledge that there are silences in the collections and aim to collect to address this. LAS collect resources which represent RCN members, their specialisms, geographic spread, and their lived experiences.

3.3. The collections are developed to ensure RCN LAS hold:

a single copy of every UK nursing and nursing profession text

a single copy of every RCN publication and RCN endorsed publication

a wide variety of rare and special texts related to nurses and nursing history to provide context to the history of nursing and nurses

4. Ownership, Acquisition and Disposal

4.1. The Special Collection is predominantly made up of texts transferred from the lending collection with some donations. The Archive collection is largely donated, with the corporate archive being generated from RCN internal transfers. The Object collection is also largely donated, with some purchasing for exhibitions. Donations come via RCN staff, RCN members and the public to the RCN LAS team. Donations are assessed against this collecting policy and final decision to accept or reject is made by the Collection Development Operational Group (CDOG). The following principles are used:

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Born digital RCN publications and records selected for permanent preservation are preserved and made accessible through the RCN LAS Digital Archive.

Born digital and digitised RCN records which are exclusive to members (due to data protection) are made accessible through the LAS Member Digital Archive behind a member login.

Appendix A – Relevant laws, regulations and standards

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Access and Use

The Library Special Collections, Archive and Object Collections are open to the public for research by appointment only. Access to items containing information about other data subjects with whom there is no donation agreement will remain closed in line with Data Protection legislation. Items added to the library and archive collections may be used in RCN public events and exhibitions.

Use of Images

RCN LAS sometimes digitise donated photographs to improve access and preserve the physical item.

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:

(Staff name and signature)

Donation processed by: Date:

UK law protects the rights of anyone mentioned in the interview and your own rights as an interviewee under current data protection and privacy legislation. The RCN Archive is committed to ensuring that no defamatory or sensitive remarks are made public and that your words are protected in accordance with relevant legislation.

If, at any time, you wish to limit public access to your contribution (wholly or in part) please get in touch with the RCN Archives (archives@rcn.org.uk) who will address your request within 30 working days.

In the rare event that the RCN Archives wish to use content from this interview in a manner not specified in this agreement, a member of the team will get in touch to request your affirmative consent.

By checking the box below, I confirm that I have read and understood this agreement and agree to its terms.

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UK law protects the rights of all individuals featured in this recording under current data protection and privacy legislation. The RCN Archives are committed to ensuring that no defamatory or sensitive content is made public and that all participants are protected in accordance with relevant legislation.

If, at any time, you wish to limit public access to your contribution (wholly or in part) please get in touch with the RCN Archives (archives@rcn.org.uk) ou1cesscte v7C q0.00y5((32 841.92 g

Appendix C – List of Networks and Partners

Networks

Consortia of Independent Health Information Libraries in London (CHILL)

Appendix D Loans Procedures

Appendix D1 – Loans Out Procedure

Loans out are the responsibility of the archives/special collections teams.

Stage 1 Contact & Choices

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4. Check how far in advance lender requires loan requests.
5. Present list of desirable items at CDOG for agreement to proceed with request.

Loan request

6. Send loan request to lender (individual or institution) in writing. This can be an email if acceptable to lender. Give lender as much notice as you can. Loan request should include:
    a. Dates of proposed loan
    b. Venue for proposed loan (RCN HQ and where applicable RCN Scotland)
    c. Context and purpose of loan
    d. RCN staff contact who will manage loan
    e. Object numbers of requested objects
    f. Brief description of requested objects and where requested justification/reason for loan request
    g. A statement of intended insurance
    h. Transport arrangements to RCN Scotland where applicable by RCN nominated couriers

Record details of request

7. Create a loan in record with details and status of loan on the Loans Register excel spreadsheet. Maintain this as an up-to-date record of the loan's status.
8. Assign a loan in (LI) number to the item, as well as recording other associated references (such as the lender's object number).

Further information and paperwork

9. Send UK Registrar's Group (UKRG)[3] facilities report to the lender, including the security and case display supplements. Ensure these are up to date.

[3] UK Registrar's Group are a not for profit, museum professionals' group, that issues best practice guidance. RCN LAS is required to follow UKRG best practice guidance to meet museum and archive accreditation schemes. UK museums require borrowers to meet UKRG professional guidance for loans.

10.

16. Upon arrival of object(s), update status on the Loans Register (or catalogue when in place).
17. Complete object entry procedure.
18. Send email receipt to lender informing them of safe collection/delivery.
19. Conduct a condition check and complete condition report as soon as possible, taking photographic evidence of condition upon arrival. If lender has supplied a condition report with the item(s), check against this. Or use RCN Condition Report template.
20. Share condition report with lender to agree condition on receipt.
21. Continue to update status on Loans Register where relevant.

Monitoring the loan

22.

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Appendix F – Useful Definitions related to this Policy

Acquisition

The act of obtaining ownership of materials which then become a constituent part of the RCN permanent collection

Aggregator

A person or organisation that collates information from other organisations and puts it on a single website.

Archive

This term is used to encompass four distinct meanings:

1. Records that have been identified as having continuing value and required for permanent preservation
2. Records that have been created or collated by an organisation or person in the normal course of business or life, that have been identified as an entity for permanent preservation
3. The repository or place that the records are stored in
4. The team responsible for appraising, collecting, preserving and making available archival material

Archivist

A member of staff who has archival experience and who holds a postgraduate qualification in Archives Administration. An archivist appraises collects, preserves and makes available Archives in line with inter/national standards, with legal and fiscal demands, and who complies with a professional code of ethics. Their work regularly includes deciding what material is securely destroyed as well as what is selected for permanent preservation. Archivists deal with all formats – both physical and digital

Catalogue

A structured list of information about or relating to items within a collection.

In the archive sector this typically contains descriptive information at various levels (known as multi-level hierarchical descriptions) from collection to item including details of the creator of the records.

In the library sector this normally contains bibliographic descriptions for individual titles and editions in the library's collection

Closed Records

Records which are not accessible for an agreed specified period due to either legislative compliance or the sensitive nature of the content.

Collection

A set of materials that has been collated according to a specific subject, in any format. A collection is usually brought together for reference purposes.

Conservation

Remedial action made to individual library and Archive items to achieve physical stability, to extend their useful life and ensure their continued availability. This action is usually reversible.

Digital resources

Broad term covering all digital material held in, or accessible via the Library and Archives, normally categorised as either born-digital or digitised, within the RCN usually used in relation to archival materials.

Digitisation

The conversion of physical text, images or analogue recordings to high quality digital formats for preservation and to commonly-used digital formats which are more easily accessible to users.

Disposal

Procedure for the permanent removal of materials from the collections, by planned destruction or transfer to another organisation.compan-3((l)-4(a)-d4o7 Tm0 g0 GBT/

Format

The physical or digital medium in which information is recorded or carries, such as paper, vellum, book, magnetic tape, floppy disc, chocolate, memory stick, digital software file types (txt, doc, pdf)

Internal Transfer

The handover of RCN published or archival material from any part of the RCN to the RCN Library and Archive team.

Loans In (borrowing)

'Loans in' refers to items which are formally borrowed from an external collection for exhibition, these become the responsibility of the borrower whilst on loan. Such items are covered by individual loan agreements and Loans Procedures

Loans Out (lending)

'Loans out' refers to items which are formally lent to an accredited external organisation for exhibition, these become the responsibility of the borrowing institution whilst on loan. Such items are covered by individual loan agreements which are part of the Loans Procedures

Preservation

All actions applied to retard deterioration, prevent damage and extend the useful life of materials and objects. These include monitoring and controlling environmental conditions; providing adequate storage and physical protection; establishing exhibition, loan and handling procedures; emergency planning and the creation and use of surrogates.

Repository

The building, room or space set aside for the storage of archives. Archival repositories are constructed to ensure the security and preservation of Archives and to enable appropriate access for those who deliver and/or use the Archive service.