



## IOE Archives Collection Development Policy

### 1. General

The Mission of UCL Library Services is to 'provide an information infrastructure to enable UCL's research and education to be world class'.

Special Collections seeks to collect archival records, manuscripts, rare books and other primary sources to support teaching and research in the University College London and the wider community.

This policy is intended to guide the acquisition of archive material in all forms to sustain a continuing, coherent research collection which has a stable focus on education and which builds on and evolves from existing strengths. It should be read in conjunction with the *Special Collections Collection Development Policy*.

### 2. Subject coverage

The IOE Archive currently collects two types of archive collection:

- Deposited collections
- Records of the Institute of Education (1902-2014)

#### 2.1 Deposited collections

Acquisitions of archival material are intended to reflect the broadest possible range of issues and concerns surrounding education in past, present and future societies. This includes all levels of UK education from pre-school and school through to further, higher, teacher and adult education, in formal, informal and experimental settings. It includes research, practice, policy and thought in education and related areas.

Examples of records usually considered for acquisition are:

- Personal papers of significant individual educationists such as researchers, practitioners, policy makers, writers and thinkers;
- Records of corporate bodies such as trade unions, professional bodies, societies, associations, pressure groups and special interest groups;
- Records of research projects and initiatives.

Examples of material **not** usually considered for acquisition include:

- Records of individual educational institutions such as schools and colleges;
- Papers of individual teachers, unless they were involved with a pioneering institution or educational practice;
- Material which is primarily of local interest or related to a particular geographical area or regional initiative;
- Records of central or local government departments;

- Any records which are closely associated by provenance with those already housed in another recognised archive repository;
- Collections of reproduction or duplicate documents, the originals of which are already housed in another recognised archive repository;
- Collections in certain formats or media for which Special Collections has no facilities for the provision of adequate long-term preservation and/or access;
- Collections composed entirely of published material;
- Records of papers which are still in current or semi-current use by their originator(s);
- Collections of records or papers entirely from outside the United Kingdom.

## 2.2 Institute Archive

The IOE Archive is the formal place of deposit for historical archives relating to the activities of the IOE, from its establishment in 1902 until it merged with UCL in 2014. This archive is intended to reflect the activities and development of the Institute during this period. All records offered to the archive will be assessed on a case by case basis, and in-line with UCL's retention schedule. The IOE Archivist should be contacted in the first instance.

All records dating from 2015 onwards, which relate to the IOE as a single Faculty School of UCL, will form part of the UCL College Archive, in accordance with the *UCL Special Collections Collection Development Policy UCL Records Acquisition Procedures*.

## 2.3 Digital Archives

We are committed to working with donors of digital material to facilitate its long-term preservation and to provide access for researchers. Born-digital material will be collected in the same subject areas as outlined above and stored securely in an appropriate digital repository. Each potential donation will be assessed individually by Special Collections staff and acceptance will be dependent on our ability to preserve and provide access to the collection in the long-term.

## 3 Equalities and Gap analysis

In accordance with the *Special Collections Collection Development Policy*, we will work to build up our holdings of material created by underrepresented groups in the IOE Archives. In particular, we will work to collect archives relating to race, disability and international education.

## 4 Decision making

All decisions regarding acquisition of new archive collections will be under taken in compliance with the *Special Collections Collection Development Policy*.

Revised November 2020