



UCL School of Pharmacy Archive Collection Policy

1. Authority

1.1

This policy will provide information on both the collection and access to the UCL School of Pharmacy Archive, supporting and in consultation with the UCL School of Pharmacy Director and UCL Library Services.

1.2

This document has been approved by the UCL School of Pharmacy Librarian and the UCL School of Pharmacy Divisional IT and Library Committee, 22nd February 2017.

2. Context

2.1

The Archive at the UCL School of Pharmacy is managed by Library staff and houses a unique collection of material relating to the School. The School was founded in 1842 by the Pharmaceutical Society of Great Britain, became part of the University of London in 1949 and merged with UCL in 2012. It is strong in the research and teaching areas of Pharmaceutical & Biological Chemistry, Pharmacology, Pharmaceutics, Practice & Policy and Pharmacognosy.

2.2

The Archive seeks to preserve this unique history by collecting material associated with the UCL School of Pharmacy. The collection relates to the history of the School and its role in pharmacy education and the student experience.

3. Mission Statement

3.1

Aim to:

- Promote access to the archival collections to a range of Staff, Students, Alumni and Researchers at the UCL School of Pharmacy and beyond
- Develop collections through further acquisitions
- Maintain a suitable environment for collections; preserve material according to current legislation and national guidelines

4. Collection

4.1

The Archive serves as a repository for items relating to the School and Pharmacy. Holdings are in a physical format, including paper, objects, videos, artwork and photographs. Collections include material published by the School, created by student societies and by former students and staff, in both an academic and social context.

They consist of distinctive collections of items relating to the UCL School of Pharmacy including, but not limited to:

- Photographs, including official School photographs
- Prospectuses
- Student Publications

- Minute books for School clubs and societies
- Annual Reports
- Original artwork
- Ephemera

5. Acquisition

5.1

Selection process; seek to collect from within the Institution, its affiliated societies and externally if appropriate. All items/donations must be discussed and approval must be sought from the Librarian before being added to the Archive.

5.2

Seek to acquire material relating to the School.

We will consider any relevant items, but particular areas where new acquisitions would be welcomed include:

- Items relating to the School during the 1970s, 80s and 90s
- Ephemera from School Events
- Publications from the Union, clubs and societies at the UCL School of Pharmacy
- Photographs

Areas not commonly collected:

- Material deemed suitable for other repositories
- Materials which require extensive conservation or preservation
- duplicates of existing collections

- photocopies
- published material (may be of interest to the UCL School of Pharmacy Library Special Collections)
- Records that would usually be destroyed in-line with the [UCL Records Retention policy](#)

5.3

There are currently no electronic or web resources in the collections, however we seek to collect in other media where preservation and storage is possible.

6. Retention

6.1

Most items will be retained permanently.

Deaccessioning is avoided where possible, but we reserve the right to remove items from the collections when they are not deemed suitable for permanent preservation. Where possible deaccessioned materials will be moved to another repository, returned to the original donor, or securely destroyed by School of Pharmacy Library staff (with the agreement of the donor).

7. Donations

7.1

Due to space restrictions loans/long-term deposits are not accepted, only gifts. Material will be accepted at the discretion of the UCL School of Pharmacy Librarian, who will consider care, long term preservation, space and relevancy. The condition of material will be assessed to ensure that preservation requirements can be met.

7.2

Donations are for unpublished material and will not include duplicates of items already housed in the collections. Donations of books and other published material may be accepted by the Librarian for the Special Collections in the Library.

7.3

All donations must have the ownership asserted and all donors will be required to sign the archives donation agreement. Once signed, ownership is assigned to the UCL School of Pharmacy.

7.4

Donated material may be kept in separate collections or areas of the Archive, although the provenance will be recorded. Original order may not always be retained, to enable better access. Only distinct collections of individuals will be retained in original order, as the UCL School of Pharmacy seeks to fill gaps in the collection.

7.5

Donated material may be displayed or reproduced for promotions, exhibitions and research; for the UCL School of Pharmacy, the wider UCL community and the general public.

7.6

Donated material may be described in archival Finding Aids or included in the Library's Public Access Catalogue (OPAC).

8. Access

8.1

Access is through prior appointment with the UCL School of Pharmacy Librarian, who can arrange for material to be viewed in the Library for bona fide researchers. Material cannot be loaned.

8.2

Regrettably, staff will be unable to make substantial research on behalf of an enquirer and material is for reference only, on site. Please make enquiries by contacting the Librarian using the details below;

Postal Address: UCL School of Pharmacy Library, 29-39 Brunswick Square, London WC1N 1AX

Email Address: sop.library@ucl.ac.uk

Telephone: 0207 753 5833.

8.3

Access to all material is at the discretion of the UCL School of Pharmacy Librarian, who will consider a number of factors, including but not limited to:

- Physical condition of material
- Current legislation
- [Data protection](#)
- Copyright where applicable, such as copying for publication

8.4

There is no designated reading room for the archive collections. Access to material is dependent on staff availability, building regulations and the [Library's opening hours](#).

9. Preservation

9.1

All material is kept onsite at Brunswick Square, in a designated Archive.

9.2

A risk assessment of the storage environment is undertaken by Library staff on an annual basis and conditions are closely monitored for the purposes of optimal preservation, in-line with PD 5454 *Guide for the storage and exhibition of archive materials*.

9.3

This document has been developed in reference to publications including *The National Archives' standard for record repositories* (2004) and *The National Archives' Collection Development Tools and Guidance* (2011).

10. Review

10.1

This policy will be reviewed annually and amended to reflect any changes to the archival collections or current legislation.

Date for next review: October 2019.