

University of Stirling Library Archives & Special Collections

Collecting Policy

1. Archives & Special Collections is committed to collecting and preserving the institutional history of the University of Stirling through the transfer of official records from administrative offices and university departments to the University Archives and also through the donation of papers and memorabilia from former members of staff and alumni.
2. Archives & Special Collections aims to build on its existing areas of collection strength and to support the research of the university in the following key areas:
 - Film, Media and Journalism
 - John Grierson Archive
 - Lindsay Anderson Archive
 - Prof. Alastair Hetherington
 - Prof. Sam Black
 - Musicians Union
 - Political and labour history
 - Tait Collection (includes archives of revolutionary Socialist groups in Edinburgh)
 - Watson Collection (includes left wing newspapers)
 - The Scottish Political Archive
 - The history of Sport (in Scotland and the UK)
 - Scottish literature and theatre
 - 19th century, especially Sir Walter Scott and James Hogg
 - 20th century poetry, especially Helen B. Cruickshank and Norman MacCaig
 - Macleod Theatre Collection
 - Supporting collection of books on 18th – 20th century Scottish (and some English and European) literature, history and philosophy.
 - Publishing history
 - Early printed books, illustrative of the history of printing and publishing
 - Victorian illustrated books
 - Charles Dickens, especially serially published novels
 - Penguin books (complete output of publisher to 1961)
 - Local publishing, including:
 - locally published chapbooks
 - Eneas Mackay
 - Drummond Collection (religious publishing, based on output of Stirling Tract Enterprise)
 - Napoleon
 - History of Science
 - Aquaculture
 - Howietoun Fishery Archive
 - Supporting research collection on open shelves and a small number of printed books in the Reserve collections
 - Calder Collection (books from Lord Ritchie Calder, mainly 20th century)
 - Leighton Library, Dunblane

Holdings made available courtesy of the Trustees of the Leighton Library. 4000 volumes and some manuscripts. Collection founded in 1687 on the personal library of Archbishop Robert Leighton, 1611-1684.

3. Archives & Special Collections will also consider collecting material related to the university's other areas of research and teaching (the university's research themes identified by the Research & Enterprise Office can be found at: <http://www.research.stir.ac.uk/about/expertise/themes/index.php>).
4. Where archival material of local interest becomes available Archives & Special Collections will discuss the appropriate place of deposit with other local repositories (including Stirling Council Archives and Falkirk Council Archives).
5. When considering the acquisition of material Archives & Special Collections will also take the following factors into consideration which may affect the final decision:
 - Size of collection
 - Condition of material (for example if material is in a poor condition that prevents it from being used, suffers from mould or insect infestation, or requires major conservation/repair work)
 - Access (for example if restrictions placed on access to material by depositor make use of collection difficult)
 - Resources available for cataloguing and preservation.
6. Archives & Special Collections does not normally collect the following types of material (suitable places of deposit suggested):
 - School records (Stirling Council Archives)
 - Church records (Stirling Council Archives)
 - Film (Scottish Screen Archives)
7. When material is donated to Archives & Special Collections, a permanent transfer is preferable to long term deposit. If material is to be left on long term deposit, a special agreement will be drawn up. The University reserves the right to return to the donor any material deemed to be of no interest, or, with the consent of the donor to transfer this material to a more appropriate place of deposit or confidentially destroy it.
9. The freedom to dispose of items added to Archives & Special Collections is extremely limited. The basic assumption is that we keep items and that disposal is an exceptional event, when detailed procedures have to be followed. For the sale of rare books, we adhere to the Chartered Institute of Library and Information Professionals Guidelines on the Sale of Rare Books and Manuscripts (see appendix).
10. The University will undertake to store the Archives & Special Collections in an appropriate environment with controlled temperature and humidity. Conservation of individual items is dependent on the resources available. Items in a particularly poor state of repair will not be issued to readers.

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