



LIVERPOOL RECORD OFFICE AND LOCAL STUDIES AND MERSEYSIDE RECORD OFFICE

COLLECTION DEVELOPMENT POLICY

Introduction

Liverpool Record Office and Local Studies and Merseyside Record Office are part of Liverpool City Council Libraries and Information Services.

The service is located at Central Library, William Brown Street, Liverpool, L3 8EW

Tel. 0151 233 5817

Email : recoffice.central.library@liverpool.gov.uk

Fax (for Central Library) 0151 233 5886

The service aims to locate, collect, preserve and make as widely available as possible archives and printed material for the benefit of present and future generations. This policy sets out statutory obligations, what will be collected, and how it will be collected and publicised.

Archives or records are documents produced by individuals and organisations in the course of their life and work. They are no longer needed to conduct current business, but they are considered worthy of permanent preservation because of their evidential, administrative or historical importance. They can be of any date and in any format and they are often unique and irreplaceable. They are the raw material of history and reveal the past, explain the present and guide the future.

1. Liverpool Record Office

Liverpool Record Office was formally established by Liverpool City Council in November 1953.

Statutory obligations

Liverpool Record Office will seek to abide by all current archive legislation. It is:

- The authorised archive service for the custody of the official records of Liverpool City Council and its predecessor authorities under the Local Government Act, 1972.
- Approved by the Public Record Office as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967.
- Approved by the Master of the Rolls for the deposit of manorial and tithe records under the Law of Property Act, 1922 and the Tithe Act, 1936.
- Designated by the Bishop of Liverpool as the Diocesan Record Office under the Parochial Registers and Records Measure, 1978 as amended 1992.
- Empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under the Local Government (Records) Act, 1962.

Scope of collecting policy

Liverpool Record Office will seek to ensure that the collection of archives reflects the broadest range possible of the life and work of the people of the City of Liverpool. It will support the City Council main aims including ensuring that Liverpool citizens are well educated and the Libraries and Information Services mission to inspire, inform and entertain. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives of the City.

Collections of archives will be acquired through the statutory obligations and powers noted above, by responding to all approaches from owners of documents for the deposit or donation of archives, by outreach activity, and by occasional purchase.

Archives will be collected for the geographical area of the City of Liverpool. These will include:

- Official archives of Liverpool City Council and its predecessor authorities.

- Public records under the Public Records Act such as records of courts and hospitals.
- Diocesan records for the Diocese of Liverpool and parochial records of the parishes within the deaneries of Bootle, Huyton, Liverpool North, Liverpool South - Childwall, Sefton (with the exception of the parishes in Altcar, Formby, Hightown and Sefton), Toxteth and Wavertree, Walton and West Derby.
- Records of Roman Catholic parishes in Liverpool.
- Records of any date relating to all aspects of the history of Liverpool including records of societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions, and political parties.

In seeking and collecting archives in future, priority will be given to archives of communities, such as the Black and other ethnic communities, which are not well represented in collections at present.

Liverpool Record Office reserves the right to require a potential donor or depositor to provide proof of ownership and to refuse to accept a donation or deposit if this cannot be supplied. Formal agreement may also be required regarding any obligations under the Data Protection Act, 1998.

Limitations of the collecting policy

Liverpool Record Office seeks to avoid duplication, conflict and competition with other repositories and subscribes fully to the Merseyside Archives Liaison Group Collections Statement.

Potential depositors and donors of maritime history records relating to the Port of Liverpool will be referred initially to the Merseyside Maritime Museum Archives & Library of National Museums Liverpool.

We subscribe to the North West Sound Archive and originals will normally be transferred there for storage, preservation and cataloguing. Copies for access will be made for consultation in Liverpool Record Office, as at present we have no specialist facilities for the storage and preservation of sound archives.

We subscribe to the North West Film Archive and a service for storing, preserving and making accessible film archives is provided from there. Potential depositors or donors of original films will be referred to the North West Film Archive and copies of key footage will be made for consultation in Liverpool Record Office.

Three-dimensional artefacts will normally be referred to National Museums Liverpool.

Publicising collections

Notice of every new collection will be made public as soon as possible, for example, by notices and reports in the reading room, by publicising at User Group meetings, and by the production and distribution of an annual report.

Collections will be catalogued to current archival standards at the earliest opportunity and copies of finding aids will be supplied to depositors and the National Register of Archives. The finding aids will be made accessible on the Internet.

The terms of The Data Protection Act, 1998 and The Freedom of Information Act, 2000 will be observed in providing access to records.

De-accessioning

We shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation subject to the overriding principle that the integrity of archive collections shall be maintained as far as possible.

We shall, in accordance with the wishes of the depositor, evaluate and not retain those documents deemed not worthy of permanent preservation, and the intention to do this shall be made clear at the time of transfer.

2. Local Studies Service

Liverpool Libraries and Information Services was established in 1850 and has been collecting local studies material since then.

Statutory obligations

The service is provided under the Public Libraries and Museums Act, 1964. This requires local authorities to provide a comprehensive and efficient library service.

Scope of collecting policy

We will collect for reference use non-archival material of any date and in any format relating to all aspects of the life and work of people in Liverpool and Merseyside.

Material will have been published in the widest sense, ranging from commercial publications to privately produced books or manuscript books.

Information on reference material purchased will be passed to those selecting lending material for Liverpool Libraries for consideration.

The main emphasis will be on material relating to Liverpool, but we will also collect material for Merseyside as a whole and for the districts of Knowsley, St. Helens, Sefton and Wirral. Selected material on the areas of South Lancashire, as far north as Ormskirk and Skelmersdale, north Cheshire, as far as Chester, and Halton and Warrington will also be collected. Countywide works on Lancashire and Cheshire, which provide background information on the area, will be sought.

Material will be purchased or accepted as a donation. Multiple copies will be purchased where practical.

We will seek to add to our collections of books, monographs, pamphlets, serials including newspapers, magazines, annual reports, directories, and electoral rolls, photographs, topographical prints and watercolours, maps and plans, programmes, transactions and journals of local societies, sale catalogues, CDs, newscuttings, recordings including audiotapes and videos.

We will actively collect publications produced by Liverpool City Council.

We will particularly seek to fill gaps in existing collections. This includes material relating to Black and other ethnic communities within the City and material relating to popular music.

We will collect ephemeral material.

We will commission record photography to document life and changes in the City.

We will collect creative works with a local setting, but not books by local authors on non-local subjects. We will collect works about local writers.

We will also collect general sources in any format for family history and for the study of local history.

Limitations

We will liaise with other local studies libraries on Merseyside to avoid conflict or competition when collecting material.

Published material which is part of an archive collection will remain with that collection in Liverpool Record Office or Merseyside Record Office.

Publicising collections

Material will be catalogued as soon as possible after receipt and the information will be available on Liverpool Libraries and Information Services On-line Public Access Catalogue and Liverpool Record Office online catalogue.

De-accessioning

We might transfer material to a more suitable local studies library or decide not to retain it, but we will always make every effort to consult donors before any such action is taken.

3. Merseyside Record Office

Merseyside Record Office was set up in 1974 as part of Merseyside County Council's Museums Service. It has been administered by Liverpool Libraries and Information Services since 1989 on behalf of the five Merseyside metropolitan districts - Knowsley, Liverpool, St Helens, Sefton, and Wirral.

Statutory obligations

Merseyside Record Office will seek to abide by all current archive legislation. It is:

- The authorised archive service for the custody of the official records of the former Merseyside County Council and its predecessor authorities under the Local Government Act, 1972.
- Approved by the Public Record Office as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967.
- Empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under the Local Government (Records) Act, 1962.

Scope of collecting policy

Merseyside Record Office will seek to ensure that the collection of archives reflects the broadest range possible of the life and work of the people of

Merseyside. It will support the City Council main aims including ensuring that Liverpool citizens are well educated and the Libraries and Information Services mission to inspire, inform and entertain. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives.

Collections of archives will be acquired through the statutory obligations and powers noted above, by responding to all approaches from owners of documents for the deposit or donation of archives, by outreach activity, and by occasional purchase.

Archives will be collected which relate to either the whole of Merseyside or to more than one of the five metropolitan districts. These will include:

- Official archives of the former Merseyside County Council and of joint boards.
- Public records under the Public Records Act such as records of courts, hospitals and coroners.
- Records of any date relating to all aspects of the history of Merseyside including records of societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions, and political parties.

In seeking and collecting archives in future, priority will be given to archives of communities, such as the Black and other ethnic communities, which are not well represented in collections at present.

Merseyside Record Office reserves the right to require a potential donor or depositor to provide proof of ownership and to refuse to accept a donation or deposit if this cannot be supplied. Formal agreement may also be required regarding any obligations under the Data Protection Act, 1998.

Limitations of the collecting policy

Merseyside Record Office seeks to avoid duplication, conflict and competition with other repositories and subscribes fully to the Merseyside Archives Liaison Group Collections Statement.

We subscribe to the North West Sound Archive and originals will normally be transferred there for storage, preservation and cataloguing. Copies for access will be made for consultation in Liverpool Record Office, as at present we have no specialist facilities for the storage and preservation of sound archives.

We subscribe to the North West Film Archive and a service for storing, preserving and making accessible film archives is provided from there. Potential depositors or donors of original films will be referred to the North

West Film Archive and copies of key footage will be made for consultation in Liverpool Record Office.

Three-dimensional artefacts will normally be referred to National Museums Liverpool.

Publicising collections

Notice of every new collection will be made public as soon as possible, for example, by notices and reports in the reading room and by the production and distribution of an annual report.

Collections will be catalogued to current archival standards at the earliest opportunity and copies of finding aids will be supplied to depositors and the National Register of Archives. The finding aids will be made accessible on the Internet.

The terms of The Data Protection Act, 1998 and The Freedom of Information Act, 2000 will be observed in providing access to records.

De-accessioning

We shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation subject to the overriding principle that the integrity of archive collections shall be maintained as far as possible.

We shall, in accordance with the wishes of the depositor, evaluate and not retain those documents deemed not worthy of permanent preservation, and the intention shall be made clear at the time of transfer.

Review

This policy will be reviewed annually by the Manager – Record Office.

November 2008