

Barnet Local Studies and Archives Centre Collection Policy

1. Barnet Local Studies and Archives Centre, aims to acquire, preserve and make available sources for the study of the area and the activities of diverse communities within the London Borough of Barnet.
2. To assist and promote the study of the past through use of archive materials in order to inform present and future generations and enhance life long learning.
3. The collections brought together at the creation of the Borough of Barnet in 1965, illustrates the rapid change of population, profiles and growth since its formation. The service aims to fulfil an inclusive policy by acquiring material that reflects the wider community and under-represented groups by engaging with and listening to groups and individuals in the course of its work, hence reaching out to a new audiences.
4. The local studies centre collects material in many formats, these include archives, maps, illustrations, periodicals and newsletters, newspapers, printed ephemera, published books and articles, microfilm, audio, visual and digital media.
5. To embark on a long-term programme of digital conversion of archives and purchase of digital surrogates.
6. Objects are not normally collected by the centre, and are transferred to Church Farm House Museum or another appropriate institution. Objects transferred away which form part of a deposited collection, where ownership is vested in the depositor, remain the property of the depositor unless otherwise arranged.
7. The centre will only accept material from persons having the legal right to donate, deposit or sell it.
8. Items other than archives are always acquired by donation or purchase, thus creating outright ownership. Donation or purchases are also preferred for archives, but there are some categories, particularly the archives of extant organisations, for which deposit may be considered.
9. In certain cases material relating to other areas may be acquired either because it pertains to an individual or group whose interest cross borough boundaries. This will not impinge on other authorities collections policy and will negotiate an agreement on acquisition.
10. The borough does not have a comprehensive records management policy, but transfers of important categories of records from other departments will always be considered. Council's implementation of the Record Management Society of Great Britain's *Retention Guidelines For Local Authorities* is expected to generate offers of departmental records.
11. Material offered by donation, deposit or transfer, though welcomed, may not always be accepted. Acceptance may be impossible because of shortage of storage space, or if any item or collection is in very poor physical condition or infested with mould. Authority to weed or sample the material may be required. In agreement with the depositor, material will be selected for disposal if considered of insufficient value to the collection.

12. The centre will not normally take current or semi-current records which are still in regular use by their originators. Records may be closed to public inspection for specified periods of years to protect rights to individual privacy or commercial confidence, and these terms will be agreed at the time of accession. After a reasonable period of time all material must be available to the public.
13. Records are accepted on the understanding that they will be listed and made available as soon as possible. Apart from agreed specified periods of closure, as described above, this should be within five years of receipt.
14. The collection will operate in accordance with all current legislation and guidelines appropriate to archives including Data Protection and Freedom of Information Acts and will be updated as necessary. Restrictions placed by a depositor at transfer stage will be honoured for the agreed period, subject to existing archive practice.

Revised June 2009