

The Ahmed Iqbal Ullah Race Relations
Resource Centre, University of Manchester

Collection Development Policy

March 2015

The Ahmed Iqbal Ullah Race Relations Resource Centre

Collection development policy

Table of contents

Collection development policy	1
<u>Library and Archive statement of purpose</u>	2
Why we have this Policy	2
<u>Section 1 – Library</u>	3
a. How we collect	3
b. What we have already collected: an overview	3
Open access library collection	3
Journals	4
Children’s section	4
c. Priority areas of active development	4
d. What we do not collect	5
e. Our process for collecting	5
f. Relationship with other organisations	6
g. Disposal of material	6
<u>Section 2 – Archive</u>	7
a. How we collect	7
b. What we have already collected: an overview	7
Donated collections	7
Oral histories	
Archive collections	
Project-related archives	7
Library special collections	8
c. Priority areas of active collection development	8
d. What we do not collect	8
e. Our process for collecting	9

f. Relationship with other organisations	9
g. Disposal of material	9
h. Policy review procedure	10
Appendix 1 - Library list of priority areas for acquisition	i
Appendix 2 – Library acquisition process	xv
Appendix 3 – Collection Development form	xvii
Appendix 4 – Related collections	xviii
Appendix 5 – Archive donation form (short version)	xix
Appendix 6 – Archive donation form (full version)	xxii
Appendix 7 – Accession register form	xxvii
Appendix 8 – Receipt for records form	xxviii
Appendix 9 – Archive process flow chart	xxix

**The Ahmed Iqbal Ullah Race Relations Resource Centre
University of Manchester**

Collection Development Policy

Museum/Library: The Ahmed Iqbal Ullah Race Relations Resource Centre

Governing body: The University of Manchester

Date approved by governing body:

This policy has been approved:

- Peter Fell, Director of Regional and Economic Affairs, University of Manchester
- Dr Laurence Brown, Academic Director, Ahmed Iqbal Ullah Race Relations Resource Centre
- Jackie Ould, Co-director, Ahmed Iqbal Ullah Race Relations Resource Centre

It will be presented for approval by the Advisory Board in 2015.

Date for review: January 2020

Statement of Purpose (library and archive)

The mission statement of the Ahmed Iqbal Ullah Race Relations Resource Centre ('the Centre') clearly outlines our aims in terms of collecting:

- To help to create a racially just society
- To promote social and community cohesion and to give support to citizens actively working to oppose racism
- To publicise the true experiences of refugees and asylum seekers in Britain and encourage a more well informed and humane response to their needs
- To develop the centre as a major research resource and foundation for educational excellence and outreach
- To develop the centre as the premier of its kind in the North of England
- To enhance teaching and learning within the University of Manchester and other regional universities by providing alternative resources and research opportunities to students and by offering a personalised learning experience, thus increasing their social engagement and responsibilities as citizens, in line with the University's expectations.

To achieve these aims the Centre collects publications, documents and other sources of information about Black and minority ethnic history, culture and experience, reflecting local, national and international contexts. This material can inform academics and practitioners, and stimulate local debates both within the University and elsewhere.

Specifically for our archive, the collections policy aims to enhance the profile of local minority ethnic groups by facilitating the collection, preservation and promotion of their heritage, in partnership and cooperation with other academic and community bodies. Specific collecting themes are place, pastimes, radical thinking, communities, health and living conditions, family history and industry and innovation (in line with Archives+ categories).

Having moved into Manchester Central Library in 2014, and now having access to BS5454 archival facilities, we can now actively develop our collection and ascertain which sections of the library are now the most relevant to our new changing audience.

Why we have this policy

The policy defines the present state of the collections and ensures any new material is accepted / purchased according to a known strategy. It serves as a reference document to guide all decisions regarding expansion of the collections.

The policy also establishes relationships with other libraries, museums and resource centres, allowing for redirection of material.

1. The library

a. How we collect

- Purchasing through recognised book retailers and distributors
- Purchase through Manchester City Library's book service
- Donated material, but we cannot accept all offers of donation due to physical and financial restraints. We expect to be free to find alternative homes for donated material that we cannot house ourselves.

b. What we have already collected: An overview

Open access library collection

The Centre's library collection caters for a wide audience including academics, students, researchers, practitioners, community members and children.

The library collection contains of a variety of material types including:

- books
- reports
- newspaper cuttings
- academic articles
- journals
- children's books
- posters
- audio cassettes
- DVDs
- teaching materials
- dissertations and theses
- ephemera

This material is housed in subject sections:

- History
- Education
- Criminal justice
- Politics
- Welfare
- Immigration
- Culture and identity
- Gender, relationships and family
- Arts, media and sport
- Employment and economics
- Health
- Facts and figures
- Local studies (which features subsections based on the topics mentioned above, and our extensive oral history collection)

The majority of the material held is specific to the UK (although collections relating to UK individuals and communities often feature internationally significant material) but there is also a substantial amount of material concerning the US and other countries.

Journals

The journal collection is housed with the main part of the library collection. It consists of over 20 journal titles. This list is fixed and no additional titles can be added without good argument.

Children's section

There is a separate section of the library with material for children and young people. Teachers and community groups are encouraged to borrow material that has been deliberately aligned to curriculum areas such as key stage 1 and 2 topics. These resources document the contributions of African, Asian and Caribbean people to UK and world history. Unlike the rest of the library, the children's section does include fiction and also picture books for younger readers.

c. Priority areas for active collection development

These are our top priorities for collection development. See Appendix 1 for a full breakdown of high, medium and low priority areas.

Primary source material

- Locally produced ephemera (such as leaflets, booklets, information packs)
- Nationally produced ephemera
- Primary material (such as PhD theses, dissertations and oral histories)
- Exclusive material (material not currently available elsewhere or inaccessible)

Secondary source published material (excluding newspapers)

- **University of Manchester teaching and research priorities:** BME history and culture (drama, film, religion) in Britain; African-American experience; Migration / Refugee studies; Contemporary sociology of ethnicity in Britain; Health
- **Local studies:** material relating specifically to Greater Manchester
- **History:** UK history; US slavery; US Civil Rights; South Asian history in relation to the UK
- **Culture and identity:** cultural life and experience; race as identity; religion and theology; language and communication
- **Art, sport and media:** popular culture; photography; sport and leisure; drama; film; television and radio; dance; fashion, clothing and textiles
- **Education:** exclusions; language; teaching packs; UK education policy
- **Immigration:** UK immigration; irregular migration; experiences of immigrant communities; refugees and asylum seekers; guides to policy

- **Criminal justice:** hate crime and the far right; deaths in custody
- **Facts and figures:** statistics; census data
- **Employment and economic studies:** UK general; business and entrepreneurship; self-help books on policy and law; discrimination
- **Gender, relationships and the family:** UK general; experiences of family and sexuality; gender and domestic violence; sexual abuse; reproductive rights
- **Health:** UK general; BME ageing; mental health; health of refugees.
- **Housing:** UK housing needs and homelessness
- **Politics:** UK general
- **Welfare:** UK general

d. What we do not collect

- Unidentified material
- Triplicates of material already held
- Photocopies
- Electronically available material (downloads, e-articles)
- Newspapers, (unless local)
- Videos / Cassettes
- Non UK / US material (unless a priority development area)
- Material that has little public usage
- Material available elsewhere for example, in Central Library (unless a priority development area)
- Damaged and irreparable material

e. Our process for collecting

Decisions about what material can be added to our library collection are made on the basis of the following criteria:

- Material fits within general collecting policy of the Centre (see Statement of Purpose)
- Material fits within library list of priority areas for acquisition (see above and Appendix 1)
- Availability of staff and skills to process material
- Availability of financial and existing processing resources

- Physical space to house the material
- Belief that the material will be processed and made available to the public within one year. The only exception to this rule will be collections at risk
- Legality of copying material, for example audio visual

This process is formalised through the Library Acquisitions Process (Appendix 2) and use of the Collection Development Form (Appendix 3).

f. Relationship with other organisations

When offered / acquiring new material we always consider the other organisations that exist in our locale. We do not seek to replicate the work of other groups, except when we feel it is in the public interest. We are happy to refer material to more appropriate holdings when necessary (see Appendix 4).

g. Disposal of material (donated and purchased)

The organisation reserves the right to dispose of purchased material. Wherever possible, donors of material will be consulted before material is disposed of.

Material will be redirected to other organisations and will only be destroyed should it be considered of no value or a threat to the rest of the collection, for example if it contains mould. The decision to dispose of items is the responsibility of the Project Manager.

Themes and priorities for the rationalisation and disposal are in line with the list of what we do not collect above.

2. The archive

a. How we collect

- Donated collections. We cannot accept all offers of donation due to physical, financial and archival restraints. We expect to be free to find alternative homes for donated material that we cannot house ourselves
- Collections created through our project work
- Library special collections and library material removed for conservation
- In the future we may purchase pertinent archives

b. What we have already collected: An overview

Visit the website for a full list of current archives:

<http://www.racearchive.manchester.ac.uk/collections/>

Donated collections

Donated oral histories

Transcripts, summaries and audio files from a number of local oral history projects have been donated to the Resource Centre. These include the Roots Family History Project carried out with the Manchester African and Caribbean communities in the 1980s and 1990s; Lisapo - The Congolese Tales project which focused on cultural traditions of the Congolese community in Manchester; and a series of interviews carried out in 1995 to mark the 50th anniversary of the Pan African Congress in Manchester.

Donated archive collections

Donated collections include collections relating to local community and youth activism, personal and family archives, Manchester Caribbean carnival and other cultural activities, local housing projects, archives of local BME and anti-racist organisations, the Manchester riots, inquiries into racist incidents and some fascist and antifascist literature. We also hold a small amount of US material, covering the Civil Rights movement and education initiatives.

Project-related archives

These include donated material and oral histories carried out with project participants as well as project management papers and outcomes, such as exhibition materials. These projects have included a community history project with the Yemeni

community in Salford, a project with asylum seekers living in Manchester and projects with school children to explore cultural heritage.

We also hold our own organisation archives.

Library special collections

This includes rare publications and pamphlets that tell the story of race relations in the UK, including a substantial amount of material donated by the Commission for Racial Equality and a special collection of locally published material about Manchester. We have collections of controversial material, including books about scientific racism, and books about education from the 1960s and 70s, which demonstrate changing attitudes towards multi-racial education, including some ideas now found problematic. We also hold some race related journals.

c. Priority areas for active collection development

- Collections about Greater Manchester BME communities, organisations, cultural events, activism
- In line with Archives+ categories, we especially welcome material relating to place, pastimes, radical thinking, communities, health and living conditions, family history, and industry and innovation
- Refugee material is of particular relevance
- Research done by academics from the University of Manchester into local Black communities and history
- Manchester student protest and activism relating to race

d. What we do not collect

- Non-UK material (except African-American experiences in exceptional circumstances)
- Copied material
- Material damaged as to be unusable
- Material available elsewhere
- Fabric items
- Artefacts
- Material of potential danger to the rest of the collection, for example containing mould

e. Our process for collecting

Decisions about what material can be added to our collections are made by the Project Manager on the basis of the following criteria:

- Material fits within general collecting policy of the Centre (see Statement of Purpose)
- Material fits within Centre's list of archive priority areas (see above)
- Availability of staff and skills to process material
- Availability of financial and existing processing resources
- Physical space to house the material
- Belief that the material will be partly processed and made available to the public within two year. The only exception to this rule will be collections at risk
- Legality of copying material, for example audio visual.

This process is formalised through the use of the Donation Forms (see Appendix 5 and 6), the Accession Register (Appendix 7) and the Receipt for Records form (Appendix 8). The whole process is guided by the Archive Process Flowchart (Appendix 9).

f. Relationship with other organisations

When offered / acquiring new material we always consider the other organisations that exist in our locale, especially Archives+ partners. We do not seek to replicate the work of other groups, except when we feel it is in the public interest. We are happy to refer material to more appropriate holdings when necessary - especially in the case of archival material and there is the possibility that Archives+ would accession original photographs, which we could scan (see Appendix 4).

g. Disposal of material (donated and purchased)

The organisation reserves the right to dispose of purchased material. Wherever possible, donors of material will be consulted before material is disposed of.

Material will be redirected to other organisations and will only be destroyed should it be considered of no value or a threat to the rest of the collection, for example if it contains mould. The decision to dispose of items is the responsibility of the Project Manager.

Themes and priorities for the rationalisation and disposal are in line with the list of what we do not collect.

h. Policy review procedure

This policy will be reviewed at least every 5 years.

Appendix 1: Library list of priority areas for acquisition

Academic material relating specifically to University courses is automatically rated as a priority 1. These include:

- BME history and culture (drama, film, religion) in Britain
- African-American experience
- Migration/Refugee studies
- Contemporary sociology of ethnicity in Britain
- Health

History

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
History	UK	1			Chinese community in Britain but check holdings in Chinese library
	Europe			3	We do not collect non-UK specific groups and regional issues unless they have an international or UK impact/influence (ie, Holocaust)
	USA	1			Civil rights, slavery, US experience fits with university courses.
	Africa		2		We do not collect non-UK specific groups and regional issues unless they have an international or UK impact/influence (ie, Apartheid)
	Asia/ Australia	1			India before colonisation. Material that will be particularly of interest to Manchester's South Asian community.
	South America Caribbean		2		
	Global		2		

Criminal Justice

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Criminal Justice	Courts and judiciary		2		General interest criminal justice books needed
	Crime and Delinquency	1			
	Police and prisons	1			
	Racial violence and the far right	1			

Education

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Education	General		2	Non UK material	
	Pre school and primary		2	As above	
	Secondary		2	As above	
	16+		2	As above	
	Students and teachers		2	As above	
	Syllabus		2	As above	
	Assessments		2	As above	
	Policy and planning	1		As above	UK policy
	Specific groups		2	As above	
	Exclusions	1		As above	
	Children's literature	1		As above	Recent books about children's literature
	Language	1	2	As above	As per university courses.
	Young people		2	As above	
	Teaching packs	1		As above	

Employment and Economic Studies

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Employment and economic studies	Employment general	1		Non UK material	Business and entrepreneurship
Divisions within each section are: UK, Europe, US, International	Employment Policy/Law and legislation	1		Non UK material	Up to date self- help books, such as guides to policy and law
	Employment discrimination	1		Non UK material	
	Employment specific groups (women, specific ethnic groups)		2	Non UK material	
	Employment area studies		2	Non UK material	
	Employment tests and training		2	Non UK material	
	Employment labour relations		2	Non UK material	
	Economic studies		2	Non UK material	

Facts and Figures

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Facts/figures and bibliographies	Statistics	1			Up to date statistics
Divisions within each section are: UK, Europe, US, International	Specific subject areas		2		
	Specific area studies		2		
	Census	1			Up to date census material
	Bibliographies - general			3	
	Bibliographies specific subject areas			3	
	Directories			3	
	Directories specific area studies			3	

Gender, Relationships and the family

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Gender, relationships and the family	Feminist theory and activism		2		
	Experiences (women /men)		2		
	Relationships (family/sexuality and gender/domestic violence and sexual abuse/ reproductive rights.	1			

Health

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Health	UK	1			Recent UK. BME aging and mental health. Relating to university medical courses.
	Europe			3	
	USA			3	
	International			3	
	Specific groups	1			Asylum seekers/refugees

Housing

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Housing	Housing needs	1		Non UK material	Recent general books on UK housing issues
	Access and allocations		2	Non UK material	
	Housing costs		2	Non UK material	
	Housing conditions and regeneration		2	Non UK material	
	Homelessness	1		Non UK material	
	Conflict and harassment		2	Non UK material	
	Equal opportunities		2	Non UK material	
	Policy, planning and strategies		2	Non UK material	
	Voluntary and community initiatives		2	Non UK material	
	US housing		2	Non UK material	
	International housing		2	Non UK material	

Immigration

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Immigration	General	1			Academic material relating to university courses on migration/refugee studies. Refugees and asylum. Irregular migration.
	Immigration and the UK	1			Up to date self-help books, such as guides to policy and law (are there guides we can get yearly/periodically, and dispose of when out of date?) Limit investing in material that is quickly out of date.
	Immigration and the EEC		2		L
	Immigration and the US			3	
	Immigration outside the EEC			3	
	Immigrant communities	1			Ensure experiences of specific immigrant communities in UK are represented.

Manchester Section

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Manchester section	Criminal justice	1			
	Culture and Identity	1			Fiction published in Manchester or by a Manchester writer about Manchester communities
	Education	1			
	Employment	1			
	Facts figures and bibliographies	1			
	Health	1			
	History	1			
	Housing	1			
	Immigration	1			
	Politics	1			
	Welfare	1			
	Women	1			

Politics

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Politics	UK	1			Current material needed
	Europe			3	
	North America		2		
	Africa			3	
	Asia/Australia			3	
	S America/Caribbean			3	
	Global		2		

Welfare

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Welfare	UK	1			Current material needed
	US			3	
	International			3	
	Poverty	1		Non UK material	
	Social work		2	Non UK material	
	Welfare and specific groups		2	Non UK material	
	Global			3	

Culture and Identity

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Culture and identity	General		2		Continue collecting good UK material
	Race theory and philosophy			3	
	Cultural life and experience	1			
	Race as Identity	1			
	Religion and theology	1			UK religion fits with university courses. More sociological studies needed.
	Anti-racist intercultural attitudes		2		
	Language and communication	1			More sociological studies needed.

Art, Sport and Media

Main Subject	Sub section	Priority Areas to develop (1)	Areas to develop (2)	Areas not to develop (3)	Specifics
Art sport and media	Popular culture	1			Wasifiri subscription
	Literature		2		
	Art		2		
	Communications media		2		
	Internet and digital technology	1			Photography.
	Journalism, the news, advertising		2		
	Sport and Leisure	1			
	Music		2		
	Drama, film, television, radio and dance	1			UK drama and film fits with university courses
	Fashion, clothing and textiles	1			

Appendix 2:

Library Acquisitions, Process, 2015

1.0 Selection of Material

Additions to the library will be made from the following routes:

- **Staff recommendations**
 - Staff can make recommendations for purchase using the **collection development form**
- **Recommendations from the general public**
 - If a recommendation is received from a member of the public, the staff member taking the recommendation should complete the **collection development form** and note on the form that the recommendation came via a member of the public.
- **Academic catalogues**
 - These will be reviewed monthly by project manager and collections access officer.
- **Academic suggestions**
 - Recommendations will be gained from academic contacts.
- **Recommendations from relevant organisations**
 - Networking with relevant organisation will take place, to ensure knowledge of pertinent material.
- **Donations**
 - One or two items can be accepted without forms.
 - If more than a few items the deposit form should be completed before a decision is made on acquisition.

2.0 Deciding which material to purchase

- Currently the acquisitions budget is divided proportionally (this will be reviewed each year in line with loans and usage):

Material	Percentage
Academic books	35%
Popular non- fiction including biographies	25%
Photographic/Art books	10%
Journals	10%
Children's books and posters	10%
Teaching packs	5%
Miscellaneous	5%

- The proposed item can be purchased immediately if:
 - It is high priority (see collection development policy, this is classed as 1)
 - There is money left in the appropriate percentage of the budget

- The proposed item can be purchased at the end of year if:
 - It is medium priority (see collection development policy, this is classed as 2)
 - There is money left in the appropriate percentage of the budget

3.0 Once accessed

- The cost of bought material will be deducted from the appropriate section of the acquisitions budget
- Item sent for cataloguing
- Catalogued item shelved.

Appendix 3:

Collection Development Form - Library

Please use this form if you wish to recommend the purchase of an item to add to the collection.

Date	
Your Name	
Item Type (book, poster etc)	
Title	
Author	
Publisher	
Suggested place of purchase	
Price	
Recommended location in library	
Is this a replacement copy?	
Rationale for purchase (ie is the item high priority? Please use the collection development policy criteria)	

.....
 This section to be completed by project manager

Approved	Yes/No
Approved	Buy now/buy at the end of year
Source of Funds (if applicable)	
Signature	

Appendix 4

Related Collections

A number of local and national organisations hold museum, archive and library collections that are relate to our own. When acquiring new material for the library and archive we will take account of the collecting policies of the following organisations in particular:

The University of Manchester Library, Manchester

<http://www.library.manchester.ac.uk/>

Manchester Libraries, Manchester

<http://www.manchester.gov.uk/info/200062/libraries>

People's History Museum, Manchester

<http://www.phm.org.uk/our-collection/policies/>

Working Class Movement Library, Manchester

<http://www.wcml.org.uk/our-collections/introduction/>

Manchester Jewish Museum, Manchester

<http://www.manchesterjewishmuseum.com/collections/>

North West Film Archive, Manchester

<http://www.nwfa.mmu.ac.uk/depositing.htm>

Black Cultural Archives, London

<http://bcaheritage.org.uk/collections/contribute/>

International Slavery Museum, Liverpool

<http://www.liverpoolmuseums.org.uk/ism/about/collecting-cultures.aspx>

George Padmore Institute, London

<http://www.georgepadmoreinstitute.org/archive/>

Appendix 5

Archive Donation Form (short version)

Thank you for contacting us to discuss donating some material to the Centre

Contact details

Name	
Group/Organisation represented (if any)	
Email address / Telephone number	

About donation

We accept donations into the collection. This is where you give the Centre both the material and the ownership rights of the material. This means the Centre is responsible for all future decisions regarding the material (for example access and conservation).

We do not accept deposits except in exceptional circumstances. This is where you store your material with us on a permanent basis so the general public can access it.

Please tell us a bit about the material you want to donate, to help us decide whether the Centre is the best place for your material

What is the material? What is it about? What kind of material is it (books, photographs, letters, etc)

How old is the material? When was it created?

How much material is there?

How and where has the material been stored up until now? Is it in good condition?

What happens next?

The collections team will carefully consider the information you provide here alongside our acquisitions policy and other considerations such as conservation requirements, available space and staff resources.

We may request to come and see the material to help us make our decision.

If we think the material can be housed by the Centre we will contact you to arrange a visit.

Unfortunately, due to space and staff limitations **we cannot accept all donations.**

We may contact you after you have submitted this form to suggest other locations for you material.

We aim to respond within three weeks.

Please return this form to:

Ahmed Iqbal Ullah Race Relations Resource Centre
University of Manchester
Manchester Central Library
3rd Floor
St Peter's Square
Manchester
M2 5PD

Or

Julie.devonald@manchester.ac.uk

.....
This section to be completed by project managers

Approved	Yes/No
Source of funds (if applicable)	
Signature	

Appendix 6:

Archive Donation Form (Full Version)

Thank you for contacting us to discuss donating some material to the Centre. To help us decide whether the Centre is the best place for your material please complete the questionnaire below.

Contact details

Name	
Group/Organisation represented (if any)	
Email address / Telephone number	

About donation

We accept donations into the collection. This is where you give the Centre both the material and the ownership rights of the material. This means the Centre is responsible for all future decisions regarding the material (for example access and conservation).

We do not accept deposits except in exceptional circumstances. This is where you store your material with us on a permanent basis so the general public can access it.

Please confirm you are willing to <u>donate</u> this material by signing below:

About the material

1. What is the material? Describe the material in one sentence

2. What is the material about? Please give as much detail as possible including key topics, events, people and geographical area covered

3. What type of material is it? For example books, papers, posters, photographs. Please note we do not accept items made of fabric (t.shirts, banners, etc)

4. How old is the material? If known give the time period in which the material was created, e.g. 1972-1978

5. How much material is there? Please be as specific as possible , e.g. number of items, number of boxes, size of boxes

6. Who owns the material? Please specify by name, e.g. you, your organisation, or someone else

7. Where did the material come from? Any previous owners, how the material was collected, how it came to the current owner

8. How and where has the material been stored up until now? Physical location and whether the material has been sorted or filed in any way

9. What condition is the material in? Specify level of damage and degradation, and any specific issues such as mould

10. Are there any copyright issues? For example copyright clearance forms for oral histories, names of photographs for photographs, etc

11. Do you have any requests regarding access that you'd like to discuss? For example, if the material includes sensitive information that should be access restricted

What happens next?

The collections team will carefully consider the information you provide here alongside our acquisitions policy and other considerations such as conservation requirements, available space and staff resources.

We may request to come and see the material to help us make our decision.

If we think the material can be housed by the Centre we will contact you to arrange a visit.

Unfortunately, due to space and staff limitations **we cannot accept all donations.**

We may contact you after you have submitted this form to suggest other locations for you material.

We aim to respond within three weeks.

Please return this form to:

Ahmed Iqbal Ullah Race Relations Resource Centre
University of Manchester
Manchester Central Library
3rd Floor
St Peter's Square
Manchester
M2 5PD

Or

Julie.devonald@manchester.ac.uk

.....
This section to be completed by project managers

Approved	Yes/No
Source of funds (if applicable)	
Signature	

Appendix 7: Accession Register Form

Accession Register

AccNo (Next accession for year, write this number on boxes): **2015/**

Refno (Next number on collection list, write this number on boxes): **GB3228.**

Title:

Date (of material):

Description:

Accession Category: *Deposit/donation/transfer*

Administrative History (biography of the person or organisation, background to the information):

Custodial History (previous owners and location, how the centre received the material, who gave the material):

Depositor name:

Depositor contact details:

Deposit Date:

Extent:

Location in Archive:

Appendix 8:

Receipt for Records Form

Collection Reference:

Accession Number: 2015/

Details of Contact

.....
.....
.....

The Ahmed Iqbal Ullah Race Relations Resource Centre has received the following records as a transfer:

.....
.....
.....
.....
.....

Covering Dates:

Access/permission (copyright, sensitivities, any requests from the depositor):

Provenance (how the depositor came to have the material, legitimacy of records):

Signature of contact:

Signature of staff member:

Date:

Appendix 9

Archive Acquisition Process

