

Acquisition Policy

Hull History Centre is a partnership between Hull City Council and the University of Hull. The City Council's obligations to the partnership are administered and delivered on its behalf by Hull Culture & Leisure Ltd a wholly owned Hull City Council company. The partners aim to provide a seamless service to stakeholders and the following should therefore be read as applying to both partners unless otherwise stated.

The legal identity of each partner within the Hull History Centre has been retained and this acquisition policy reflects this.

1. Hull History Centre Collecting Remit

The aim of the Hull History Centre Acquisition Policy is to identify the principal geographical and subject areas in which we hope to extend the collections we hold:

1.1 Hull City Council - Archive collections:

- a) Kingston upon Hull City Council's own archives and those of its predecessors, as well as the council's subsidiaries and trading companies where appropriate.
- b) Archives of statutory bodies operating within Hull.
- c) Public records as offered to Hull City Archives under the terms of the Public Records Acts.
- d) Manorial and tithe records as offered to Hull City Archives under the Manorial Documents Rule 1960 and the Tithe Act 1936.
- e) Records of organisations, businesses, individuals, institutions and other activities operating in Hull. Where these include material relating to places outside the City boundaries, there will be a presumption against splitting the collection.
- f) Records relating to Methodist Churches outside the City boundaries where such churches are situated within the Hull circuits of the Methodist Church. Records relating to the administration of the former County of the Borough of Kingston upon Hull as constituted from 1440 to 1835 (sometimes known as Hullshire).

1.2 Hull City Council - Local Studies collections:

- a) Books and other published works relating to Hull and East Yorkshire.
- b) Theatre bills and programmes, football programmes, postcards, timetables, company publicity for Hull and the surrounding areas.
- c) Maps of Hull and the surrounding areas.
- d) Photographs and film of Hull and the surrounding areas.
- e) Local newspapers.

1.3 The University of Hull Archives:

- a) Records of the University of Hull and Hull University College.
- b) Records of former students or staff of the University of Hull, or others with a close association to the University. However, the University Archives will not accept drafts of published academic work, academic research files, or academic works created at other institutions.
- c) Oral histories and other research data created in the course of postgraduate study or academic research by members of the University, providing that such data is appropriate for permanent archival retention and the researcher has received all necessary permissions from research subjects.
- d) Records in the following specialist areas, where the University has existing strengths:
 - I. Labour and political history, including papers of political parties or organisations, MPs and other individuals.
 - II. Archives of pressure groups, political campaigns, movements or associations which are national or international, regional (to Yorkshire) or local (to Hull and surrounding area): from small, short-lived, single-issue groups (co-operative groups, friendship societies) to large continuing organisations; including papers of individual members where these are the sole or the only significant survivals; in particular those relating to human rights, civil liberties and related issues.
 - III. Modern English literature and drama, including papers of literary figures, editors, publishers, archives of related literary organisations; papers of dramatists, directors or relating to performance, particularly with a local or regional connection.
 - IV. Records relating to regional or national organisations concerned with maritime activities, including seafaring, shipping, fishing and shipbuilding.
 - V. Records relating to Hull as UK City of Culture in 2017.
 - VI. Records in the following areas, where the Archives' holdings are significant and where the University would accept and seek to acquire further material from existing depositors or donors or from closely related families or organisations, but not otherwise: landed families and estates (including manorial records) centred around the East and North Ridings and local organisations, including in particular the Society of Friends.

2. Scope and format

The City Archives, the Local Studies Library and the University Archives will not actively collect works of art, artefacts or objects unless they form an integral part of an archive or are of value as a research aid.

We are developing our infrastructure and skills, as detailed in our *Digital Preservation Policy*, in order to be able to manage born-digital material (that is material such as emails, Word

documents, databases that was created digitally) and can discuss our current capabilities in this area with record creators and depositors.

The quantity of material offered to the History Centre partners means that we may not be able to accept every collection offered to us. When making decisions about what to accept we will consider the potential research and historical value of the material. We may decline to accept collections where their subject matter is already well represented within our holdings, or where the value of the material for research or historical purposes is not commensurate with its quantity.

3. Objectives

In applying this Acquisition Policy Hull History Centre will follow best practice in archival standards and principles for collection development and meet the requirements of relevant legislation. Our specific objectives are to:

- a) Fulfil the requirements of archive and library legislation;
 - I. Public Records Act, 1958
 - II. Local Government (Records) Act, 1962
 - III. Local Government Act, 1972
 - IV. The Public Libraries and Museums Act, 1964
- b) Fulfil the requirements of the General Data Protection Regulation (GDPR), and the Freedom of Information Act, 2000
- c) Increase awareness of the Hull History Centre services to owners of archives
- d) To identify those records at risk and ensure their permanent preservation
- e) To create and preserve a fully representative and balanced record of the life of local communities and those of individuals and groups covered by Hull History Centre's geographical and subject collection specialisms.

4. Under-represented holdings

Hull City Archives and Hull University Archives will seek to strengthen their holdings in these currently under-represented areas and will make targeted approaches to individuals and organisations when the opportunity arises as an integral part of outreach and engagement policy.

4.1 Hull City Council

A survey of the existing catalogue of archival holdings has revealed the following underrepresented areas:

- a) Local Authority records:
 - i. Post 1996 local authority
 - ii. School records
- b) Businesses:

- I. Post 1950s retailers
- II. Cinemas and other leisure industries
- c) Societies:
 - I. Particularly sport related; cricket, tennis, football, rugby, athletics
- d) Minority Groups:
 - I. Lesbian, Gay, Bisexual and Transgender
 - II. Black and Minority Ethnic groups
 - III. Eastern European
- e) Local schemes, partnerships and initiatives, e.g. HLF projects

4.2 Hull University Archives

The University Archives acquisition policy relates to types of organisations within the region, or the UK and it is not intended (nor possible) to develop holdings which are comprehensive or representative. However, within the specialist areas listed in 1.3 above, we will seek to strengthen holdings relating to currently underrepresented groups, including (but not limited to): records of ethnic minority people and groups; records of LGBTQ+ people and groups; records relating to women and women's groups; records relating to working class people and groups; records relating to people with disabilities.

5. Review

This policy will be reviewed every two years.

Last updated: October 2024

To be reviewed: October 2026