

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 individuals employed by, or associated with, the University of Hull
- c) 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 Cities of Culture in its broadest sense not just the records of Hull as UK City of Culture in 2017 and the modern concepts of urban planning and the impact of cultural-regeneration.
 - 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 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 like e-mail, Word documents, databases that was created digitally) and can discuss our current capabilities in this area with record creators and depositors.

3. Objectives

In applying this Acquisitions 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 preserve a balanced record of all aspects 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

4.1 Hull City Council

A survey of the existing catalogue of archival holdings has revealed the following under represented 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, some areas can be identified where a more proactive acquisition strategy would be beneficial:

- a) *Literary papers*: Papers of current and 20th century writers, dramatists, etc from Hull (or who studied at Hull) and the surrounding area
- b) *Maritime archives*: Papers of regional or national organisations relating to maritime activities, particularly relating to seafarers and welfare. (Material of a local nature should continue to be deposited with the City Archives.)

Hull City Archives and Hull University Archives will seek to strengthen its 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 its outreach and engagement policy.

5. Review

This policy will be reviewed every two years.

Last updated: 10 July 2018

To be reviewed July 2020