

## Archive Collection Policy May 2018

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### A. Background:

The British Psychological Society (BPS) was founded in 1901 and became a limited company in 1941 – its Memorandum of Association noted that one of its aims was to ‘*promote the advancement and diffusion of a knowledge of psychology pure and applied*’ and that amongst its roles was *to establish and maintain and extend a library of books, works or manuscripts on psychological science*’. These aims were confirmed when the BPS received its Royal Charter in 1965.

In 1956 a fact finding Public Relations Committee which was concerned with the dissemination of information about psychology and improving the relations between psychologists and members of other bodies as well as the public proposed to the BPS Council that an archivist be appointed with responsibility for ‘*collating and preserving biographical information and other records likely to be of historical importance*’. The duties and responsibilities as agreed 3<sup>rd</sup> November 1956 included:

*'To collect or locate material such as letters, diaries, original manuscripts to be of value as source material for the history of British Psychology;*

*To collect or preserve materials connected with the beginnings of psychological teaching or research, or with classical experiments;*

*To arrange for photographic records of important psychological events;*

*To secure, locate and preserve voice recordings of British psychologists of note.'*

J C Kenna was appointed to the role of Archivist in 1956 on an annual rolling basis until 1979. Access forms and procedures proposed by Kenna were agreed by Council in 1961.

The Archives Collections, which included not only externally deposited material and recordings as envisaged in 1955, but also material created by the British Psychological Society itself was, by 1979, housed in the University of Liverpool (and later at the University of Staffordshire) under the care of Kenna's successors as Honorary Archivists, who made efforts to identify and collect minute books and related material which were in Leicester the BPS headquarters. A recent history graduate was employed for a few months in 1989 to help with the cataloguing.

The Collections were moved to the London office in John Street in 2001. The British Psychological Society Honorary Secretary, Ingrid Lund reported to the BPS Board of Trustees that in an 'Archive Policy' dated January 2002 staff were to be asked to

*'Ensure that one copy of all major Society documents is placed in the archive in 33 John Street<sup>1</sup>; these documents will include:*

*Minutes of Council, Boards and subsystems, major reports, evidence submitted on behalf of the Society, Society publications, important correspondence, and so on.'*

This was an interim 'archive policy' subject to a fuller policy being submitted.

Later that year the BPS History of Psychology Centre [HOPC] was formed with one of its aims 'to preserve the history of the Society...for future generations'. It employed a Director as well as an archivist to document and care for the collections. A policy for the accessioning of internal material was agreed by the Board of Trustees in 2008.

Much of the library and Archive Collections have, by 2017 been deposited and loaned to Partner bodies including the British Library, Senate House and the Wellcome Collections, although HOPC is still collecting material, commissioning audio recordings and the British Psychological Society is generating documents as part of its day to day work which are suitable to be future archives.

## B. Mission:

The BPS History of Psychology Centre aims to encourage research, teaching and understanding of the History of Psychology as well as having a commitment to ensuring appropriate and professional standards of preservation, documentation and availability of information to and Collections of material relating to the History of Psychology and of The British Psychological Society.

## C. Purpose:

The purpose of this Collection Development policy is to bring together and update the previous policies:

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<sup>1</sup> 33 John Street was the London Office of The British Psychological Society at that time, and where the BPS History of Psychology Centre was based.

- a) Ensure that the BPS HoPC Archive Collections accurately reflect the history and development of Psychology and of the British Psychological Society from 1901 to today.
- b) Establish consistency in dealing with internal and external depositors to the Collections.
- c) Manage the BPS HoPC Archive Collections effectively to ensure that deposits are not duplications of material already held in the archive.
- d) Have a framework for future strategic planning, resources and priority setting.

#### D. Staffing

In order to meet BPS HoPC's commitment to professional standards outlined in its Mission ([Section B](#) above) the day to day management of the Archive Collections are delegated to an archivist holding a qualification recognised by the Archives and Records Association (ARA) as meeting the required professional standards for membership. Appropriate additional training will be provided to the Archivist where required to ensure that knowledge is kept up to date and relevant and where specialist skills and knowledge are not available in-house, resources may be sought for external and appropriate expertise.

#### E. Archive Collection Remit

The BPS History of Psychology Centre (HOPC) collects:

- a) Personal and semi-personal archival material, in analogue and digital formats, relating to the professional activities of primarily British psychologists who have pioneered or significantly developed a particular area of UK psychological activity (training, speciality, policy, research and practice) and/or have been an office holder or particularly active in the organisation of the British Psychological Society.
- b) Administrative records of the British Psychological Society created as part of the day to day work of staff, officers, Committees, Boards, Networks, Working Groups and others which are deemed by the professional archivist as of lasting historical value documenting the history and development of the Society and its role in developing the profession.

The particular record types collected for the Administrative Archive Collection will be identified by a Record Retention schedule drawn up by the Archivist based upon industry standards for similar organisations and document types as well as research potential. The Record Retention schedule will include information on legal, political and IPR restrictions. The aim of the Record Retention schedule will be for future archival worth to be identified as soon as possible after creation but actual archive transfer dates will be agreed by the Retention schedule. The Archivist will work closely with BPS staff, officers and appropriate members in drawing up the Retention schedule which will require access, for this purpose only, to current and non-current material created across all parts of the Society.

As agreed in the 2008 Archive Policy any material whatever its format, that has been identified as of interest to the Archive by the Archivist *'may not be destroyed by the document owner or anyone else, and should not be transferred to a different location without informing HoPC'*.

Material containing personal, confidential, commercial, political or other sensitive material in the Administrative Archive will be subject to particular closure and access conditions [see [Sections E3](#). Personal Data and Copyright and [E.4 Access](#) below].

#### 1. Limitations

1.1 BPS HOPC reserve the right to decline any material not relevant to the history of psychology and/or the history of the British Psychological Society.

1.2 BPS HOPC reserve the right to decline material that duplicate items already in their own or other collections.

1.3 BPS HOPC does not collect material that may be considered the cultural heritage of countries other than the UK, and does not seek to compete with other UK repositories.

1.4 BPS HOPC does not routinely accept collections which primarily comprise printed or published material as these are within the remit of Senate House Library. The exception to this are copies of publications and reports by or directly relating to the British Psychological Society which may be kept as part of an in-house reference library for BPS staff.

1.5 BPS HOPC reserves the right to decline material that cannot be accessed or preserved at a reasonable cost.

1.6 BPS HOPC reserves the right to decline material where ownership cannot be ascertained or is disputed.

## 2. Process

2.1. Possible new acquisitions are assessed for historical significance and for their relevance to the existing collections and to current and potential future areas of research.

2.2. Possible new external acquisitions are reviewed against The National Archives' Discovery site, and the Archivist may liaise with other repositories in order to avoid acquiring material that may be more appropriately housed within other collections.

2.3 The Archivist will appraise all Archive Collections against the [Section E Collection Remit](#) (above) and agreed policies, procedures and professional standards – any duplicate, ephemeral and/or irrelevant or unsuitable items may be weeded out and disposed of.

2.4 BPS HoPC will not accept external deposits without a completed and signed donor form. Audio visual material will not be accepted without a deposit and clearance form.

Whilst it is understood that for a limited period of time legacy internal deposits may be directly acquired from offsite storage or the server new internal deposits of administrative material sent to the BPS HoPC under the Record Retention schedule should routinely be sent with a records transfer form.

See Deposits in [F Collection Information Policy](#) below.

2.5 The BPS HoPC reserve the right to regularly review their Collections and collecting remit. If a deposit previously accepted by the BPS History of Psychology Centre is for any reason in the future deemed no longer suitable, BPS HOPC reserve the right to deaccession the material, efforts will be made to find another more appropriate collection, if this is not possible or the previous owners are not contactable, able or willing to have the material returned to them then the items will be disposed of. If such collections contain personal data or confidential or sensitive items the material will be destroyed securely. A record will be maintained of all disposal decisions including their rationale.

2.6. The Archivist will document the Archive Collections in accordance with the Collection Information policy (see [Section F below](#)).

2.7 The Archivist will consider the physical condition and conservation needs of all potential deposits [See 1.5 above] and may recommend active repair or conservation measures or weighing up the

costs and research potential of the item not accept the material for the Collections [as per Remit limitations above [1.5](#)]

2.8 The British Psychological Society History of Psychological Centre appreciates that Collections should always be kept in appropriate and secure storage facilities and will regularly review arrangements both internally and with subcontracted facilities and with Partners to ensure that the storage (and disaster recovery arrangements) are meeting BPS HoPC Collection's physical and security needs.

### 3. Personal Data and Copyright

3.1 BPS HOPC may accept material containing personal data as defined under the Data Protection Act if the content meets the [Archive Collection remit](#) and the appropriate safeguards and processes are in place.

The Archivist may discuss possible closure periods with donors, depositors and transferring departments. Administrative records are routinely held as closed for 20 years, personal data for 80 years and sensitive personal data for 100 years, although limited and/or redacted access may be granted on a case by case basis, and researchers will need to agree to comply with specific regulations related to privacy, processing and use of sensitive data. Additional discretionary closure periods may also be considered on a case-by-case basis. Closed items will be kept in appropriate and secure storage premises.

3.2 BPS HOPC reserve the right to decline material containing personal data, sensitive, confidential or libellous content where it is not possible ascertain consent and/or agree a reasonable and defined closure period and/or a method of partial restricted access.

3.3 Copyright, IPR or data protection restrictions may apply to specific items and should be declared at the time of donation and specified in the donation agreement. Where possible BPS HOPC seek to acquire third party copyrights and intellectual property rights that may exist in the material being donated to the collection.

3.4 It is the responsibility of the depositor to inform BPS HOPC of any changes in their personal circumstances, contact details and/or ownership rights.

3.5 Deposits are accepted with the expectation that the depositor is agreeable that the material will be made available to the members and registered public researcher within a reasonable time period, subject to the requirements of any agreed closure period and relevant legislation e.g. Data Protection Act including Subject Access Requests.

3.6 The Archivist will inform users of the copyright and usage restrictions and ask researchers to sign a form which requests their compliance with the legal and contractual obligations of the material they are using but the BPS will not be liable for any subsequent misuse by researchers or third parties.

### 4. Access

4.1 BPS HoPC is committed to providing information on and encouraging research access to their Archive Collections wherever possible but reserve the right to limit or refuse access in certain circumstances.

Access will normally be provided to open and catalogued Archive Collections subject to regulations, staffing and resource limitations. Closed material will be confidentially and securely kept until the agreed availability date.

4.2 BPS HOPC will review its current users and aim to identify new audiences and to work with them to determine how their research and access needs can be met. They will explore the potential of technology and new media to reach existing and potential audiences.

4.3 All users real, virtual or potential, will be given the opportunity to provide feedback via the Archives web pages or in writing to BPS HoPC.

4.4 In person: Access to open and catalogued Archive Collections will be available to registered users at BPS offices or Partner Organisations [e.g. Wellcome] who have made an appointment and signed a reader's registration form which ensures that they comply with BPS HOPC and/or Partner regulations. Regulation include physical care, confidentiality, third party use, and copyright conditions and procedures.

Specific handling, instructions and equipment, will, if appropriate, be made available to all researchers and users of archival material. The need for handling care is included in reader registration forms.

4.6. Researchers may be supervised whilst using Archive Collections.

4.7. BPS HoPC may in certain circumstances allowed access to closed material in a redacted or anonymised format subject to the signing of a limited access form by the researcher.

4.8 Digital and Virtual Access: Access to scanned or born digital material will be available to registered users who have agreed to comply with BPS HOPC regulations which include confidentiality, third party use, copyright conditions and procedures.

4.9 Staff Access: BPS staff may have access to open Collections. Some closed BPS administrative material, may be accessed by creating staff (or their successors) or others subject to prior agreement by their Department Head, who may refer the request for confirmation by the Chief Executive or Board of Trustees. Staff will have to comply with reader regulations with regard to copying, handling, loans and third party use. Material is provided to staff on the understanding that it is for work related use only – personal research is subject to the same regulations and access as external users.

4.10 Loans: Loans may be agreed subject to complying with the terms of a specific Loan Agreement which will lay down conditions for transport, care, insurance, display and documentation including credits.

#### 4.11 Copying and Reproduction

Photocopying, digital photography or scanning of original documents may be undertaken by staff or by visitor at the Archivist's discretion and are subject to agreeing copying regulations. The Archivist reserves the right to refuse any copying request due to physical, legal or confidential reasons. Citations, credit to the BPS and copyright information must clear and accurate. Copyright is not transferred to the copier of the reproduced material. Copies are supplied for the purposes of research for a non-commercial purpose or private study and must not be sold, circulated or recopied.

Anyone wishing for access or copies for commercial reasons must have an agreement in advance and will be subject to specific contract laying out the reproduction and publication terms and payment (if any) required.

## F. Collection Information Policy

### 1. Standards

This collection information policy takes into account the following standards:

PAS 197: 2009, Code of Practice for Cultural Collection Management.

ISAD (g): 1999, General International Standard Archival Description 2<sup>nd</sup> Edition.

Code of Practice for Archivists and Records Managers under section 51(4) of the Data Protection Act 1988: 2007

National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names.

### 2. Mission

2.1 BPS HoPC's Mission Statement (Section B above) confirms their commitment to appropriate and professional standards of preservation, documentation and access thereby recognising that effective documentation of its Collections, through accessioning, cataloguing and other activities, is fundamental to good collection care and management.

Documentation provides physical and intellectual control over the Collections which is essential in order to ensure that they are safe and secure. Documentation is also fundamental to allow discovery by BPS HOPC, Partners, and potential researchers and educators to widen and disseminate the content of the Collections and thereby promote the understanding of and research into the History of Psychology.

2.2 BPS HoPC undertakes to have clear and accurate information readily available to potential researchers about their Collections and how to access them. Information may be, but is not limited to, finding aids, databases, publications, social media and websites.

### 3. Scope

3.1 Collections information encompasses all information written and gathered about the Collections, whether during transfer or accessioning processes, during cataloguing, or subsequently. Collection information includes:

- a) Deposit and accessioning information, including ownership, copyright, and access conditions;
- b) Current Location and past disposal information;
- c) Cataloguing, indexing, condition and other descriptive information;

### 4. Deposits

4.1 BPS HoPC undertake to ensure that for every new deposit not only is there a signed deposit form kept by both parties but acquisition information is recorded in a register or the Calm Acquisition database including: date of receipt; acquisition number, [which shall also be written on the box(s) and/or folders to identify the material]; title and summary; extent; current location; custodial history; special conditions for care, access and security; additional information which may include if available the history of the collection/person/organisation; the possibility of any future additional accession; the wishes of the donor with regard to any future de-accession part of the Collection.

4.2 BPS HoPC undertake to ensure that new deposits are submitted the National Archives annual audit of acquisitions.

4.3 Administrative material transferred to BPS HoPC Archive Collection under the Records Retention schedule will be accompanied by a transfer form [See [Process 2.4](#) above]. The information on the

form should include transfer date, department, creator (if different), contact, file list of titles and covering dates and a note of any particular closure or IPR conditions where known will be included on the Calm Acquisition database or equivalent acquisition register.

## 5. Location and Movement Control

5.1. BPS HoPC is committed to maintaining up-to date information on the locations of all items in its care. It also will note temporary locations, uncatalogued material, material on approval and loans (to and from the Collections).

5.2. BPS HoPC will keep a record of all destroyed material.

## 6. Cataloguing

6.1 BPS HoPC Archives Collections cataloguing will done by the professional Archivist or under the supervision of the Archivist and will comply with the standards mentioned in [Section 1](#) above. As a minimum the material will have Collection level information includes ISAD (g) mandatory information (repository; reference number; level; extent; title; description; creation dates and format).

Where known photographs will also include name, place and copyright information.

Cataloguing will be on the Calm catalogue or equivalent compliant documentation methodology or software.

6.2. Whilst BPS HoPC Archives Collections cataloguing will comply as far as possible with industry standards, it will also be consistent with the BPS HoPC Archive catalogue house style, procedures and manual and may also take into account the needs of BPS HOPC Partners and other bodies where information may be exchanged or used.

6.3. Renumbering, structural changes and other major changes to the Catalogue will be noted on a change log and will, if appropriate, be reported to Partners and other interested bodies, so that information about the Collection is, as far as possible, accurate and up-to-date.

6.4 Closed material will be clearly marked with reasons for closure e.g. data protection.

6.5 File level cataloguing and also the addition of indexing of names, terms and places will be subject to time and funding, research and access priorities.

6.6 Backlogs of uncatalogued material and any identified re-cataloguing of previously accessioned material not meeting the standards laid down in this policy will be regularly reviewed to set priorities and aim to reduce the workload as quickly as is reasonably possible within available staffing and resources.

6.7 Future long term loans and Partnership agreements relating to BPS HOPC Collections may require partners to commit to the standards outlined in this policy.

## 7. Conservation

7.1 The conservation needs of all Collections will be noted on the Catalogue used a graded assessment, currently built into the Calm database. This will be used to plan and prioritise any future or urgent conservation work required. Information on any past conservation or preservation measures taken to protect any material will also be noted on the catalogue.

## G: Review

This document was agreed on 16th May 2018 by the British Psychological Society Research Board and is subject to review every 5 years. The next review is due in 2023.

## Document History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description/Changes</b>
V.0.01	20/04/2017	CJ	Initial Thoughts
V.0.02	27/04/2017	CJ	Amended First Draft
V.0.03	02/05/2018	CJ	Expanded Access section
V.0.04	11/05/2018	CJ	Edits to Personal Data and Copyright Section
V.1.00	25/05/2018	CJ	Change from draft to agreed document.
V.1.01	18/06/2018	CJ	Clarification on naming as per SMT meeting held 14 <sup>th</sup> June 2018
V.1.02	23/08/2019	CJ	Updated logo