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## **Collections Policy**

### **VUW Architecture and Design Collected Archives**

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#### **1 Purpose**

The purpose of this policy is to outline the principles under which material is accessioned, and disposed of, by the FoAD Collected Archives Board.

#### **2 Organisational Scope**

This policy applies to the FoAD Collected Archives. The FoAD Collected Archives are currently located at the VUW Te Aro Campus.

#### **3 Definitions**

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Archives:	the non-current records of an organisation which have been appraised to have permanent retention value.
Disposal:	the removal of material from the archive (see 4.3.3 below).
Donor:	an entity which transfers ownership of archives or manuscripts to the FoAD Collected Archives Board.
Manuscripts:	the records of individuals.
The Board:	The FoAD Collected Archives Board. The Board operates as an advisory body to the Dean of the Faculty regarding accessioning, and disposing of, material in the FoAD Collected Archives.

#### **4 Policy Content and Guidelines**

##### **4.1 General Principles**

The following general principles govern how the Board will implement the Policy.

- (a) The Board oversees the preservation of resources identified as potentially relevant to research and teaching in the longer term.

- (b) The Board endeavours to ensure that all resources can be found by potential users.
- (c) The Board collaborates with other groups, at the local, national, and international level to support the access to, and development of, the collection. In particular the Board will collaborate with the Alexander Turnbull Library.
- (d) The Board supports the University's commitment to making publicly funded research available.
- (e) The Board ensures that all accessions and disposals are documented in full.
- (f) The Board commits to ensuring archives are appropriately cared for, and allocates a budget to preventive conservation (e.g. shelving, security, fumigation, air-conditioning etc.), and to support conservation treatment for material as required.
- (g) The Board ensures compliance with this policy.

## **4.2 Funding and Budget**

The Board explores internal and external funding sources as appropriate. Any funding secured is administered by the Board.

## **4.3 Collection Development**

### **4.3.1 Collection Priorities**

These priorities are in accord with the University's aspiration to "be a research-intensive university and to improve national and international recognition of its research capability." ("Towards a Research Strategy for VUW" (April 2007)). Priorities cover the next 5-10 years, resources permitting. They will be pursued on a proactive basis.

The Collections strengths will be aligned with the Interdisciplinary Strengths outlined in the VUW Investment Plan.

The Board prioritises the acquisition of material:

- with identifiable funding support;

- which has relevance to staff and student research in the areas of architecture and design;

- with relevance to existing archive strengths;

- which add to the development of the P. Martin Hill wallpaper collection, which is a collection of national significance;

- which have a special association with VUW;

- which is associated with the Wellington region.

### **4.3.2 Selection**

Material is acquired by donation or purchase. All formats are considered. Material which is outside the scope of the archive may be referred to other institutions.

#### **4.3.3 Disposal**

The Board recognises it has a long-term commitment to archival materials in its care. Therefore the disposal of materials will always be considered carefully and documented in full so as not to deter potential donors. Items may only be disposed of if their material condition poses a risk to other items in the collection or if they duplicate other items in the collection. Disposals must be approved of by the Board.

Duplicates may be disposed of from the FoAD Collected Archives in the following ways.

(a) Duplicates may be exchanged for material from another institutional collection on the condition that the exchanged material's provenance, donor and the history of the collection is also provided to the recipient collection.

(b) Duplicates may be gifted to another institutional collection on the condition that the gifted material's provenance, donor and the history of the collection is provided to the recipient collection.

(c) Duplicates may be sold to another institutional collection on the condition that:

(i) the material's provenance, donor and the history of the collection is provided to the recipient collection, and,

(ii) any money received from the sale is used to develop and improve the FoAD Collected Archives.

#### **4.3.4 Special Consideration**

While the Board endeavours to adhere to these guidelines, and promotes them to potential donors, it recognises that in some instances a donor may favour a particular institution over another. In such instances, it is better to comply with the donor's wishes in order to see the material preserved. In addition, it may be in the interests of the Board to accept material which is out-of-scope, in order to acquire more significant and relevant material in the future. There may be other more compelling institutional reasons to accept donations of out-of-scope material, which will be evaluated on a case-by-case basis.

## **5 Access**

The Board ensures that all interested researchers may access the collection.

## **6 Special Considerations**

While the Board endeavours to adhere to these guidelines, and promotes them to potential donors, it recognises that in some instances a donor may favour a particular institution over another. In such instances, it is better to comply with the donor's wishes in order to see the material preserved. In addition, it may be in the interests of the Board to accept material which is out-of-scope, in order to acquire more significant and relevant material in the future. There may be other more compelling institutional

reasons to accept donations of out-of-scope material, which will be evaluated on a case-by-case basis.

## **7 Legislative Compliance**

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

[Protected Objects Act \(2006\)](#)

## **8 References**

Faculty of Architecture and Design Collected Archives Board Terms of Reference  
VUW Investment Plan  
VUW Library collection development and management policies

## **9 Appendices**

None.

## **10 Approval Agency**

Faculty of Architecture and Design Collected Archives Board

## **11 Approval Dates**

This policy was originally approved     30 March 2011  
on:

This policy will be reviewed by:         30 March 2013

## **12 Policy Sponsor**

Dean, Faculty of Architecture and Design

## **13 Contact Person**

The following person may be approached on a routine basis in relation to this policy:

Christine McCarthy  
Chair, Faculty of Architecture and Design Collected Archives Board  
Ext: 6164