

Library Collections Policy

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Overview

Gwent Archives is a regional archive service, working on behalf of the local authorities of Blaenau Gwent; Caerphilly; Monmouthshire; Newport and Torfaen, which collects; preserves and makes accessible records relating to the area it serves.

Our local studies library complements the archive collection and the preservation of Gwent's documentary heritage by ensuring that current and future generations may access the published resources required to help interpret our records. Gwent Archives aims to collect and make freely available local studies resources which support this.

This policy relates to published or printed material not acquired through archival deposit.

Aim and Objectives

The aim of this policy is to outline the type and format of content that Gwent Archives collects for the local studies library, as well as the basis on which we acquire and dispose of library material. The objectives are to:

- demonstrate Gwent Archives commitment to developing an accessible local studies collection
- outline the type of books; journals; periodicals and electronic resources Gwent Archives will collect
- highlight Gwent Archives approach to the preservation of library material
- outline how Gwent Archives will administer the collection of new library resources
- provide a working policy framework for all staff

What we collect

Gwent Archives will collect local studies material which supports the archive collection and helps to tell the story of our communities, individuals and organisations and their activities.

Scope

We will collect material which includes:

- The local authority areas served by Blaenau Gwent County Borough Council; Monmouthshire County Council; Torfaen County Borough Council; Newport City Council and that part of the Caerphilly County Borough Council which comprises the former Islwyn Borough Council
- The ecclesiastical parishes within the Diocese of Monmouth and of those parishes of the Diocese of Swansea and Brecon which fall within both the present and old county of Monmouthshire.

We would not ordinarily accept material covering wider geographical areas (Wales, the UK) unless we consider the content (or part of) has a strong relevance to the local area.

Material may relate to:

- Business, industry, military, government and community organisations which for all, or some part, of their existence have operated within the geographical area
- Individuals who were born here, or spent a period of their life living, working and/or travelling in the area
- Religious organisations; groups and societies
- Transport history
- Educational organisations and establishments
- Local folklore; literature and poetry
- Organised public events; activities; holidays and celebrations

Format

Library items will be accepted in a variety of electronic and print formats including, but not limited to, booklets; printed volumes; CDs; DVDs; digital deposits; pen drives; paper files; and maps.

Type of material

Items are accepted in English, Welsh or Latin and may include the following:

- Resources which facilitate access to our archive collections, for example: dictionaries; palaeography guides and trade directories
- Rare, out of print or unusual works of local history
- Journals; periodicals; articles or monographs
- Genealogy resources such as transcripts of parish registers; local census reports and literature/guides produced by local family history societies; e.g. newsletters
- Non-archival maps and plans
- Local government studies and reports
- Local pamphlets or guides
- Oral histories
- Personal/professional memoirs

- Professional literature (Archives)
- Published material, deposited as part of an archive collection, which is free of any extensive annotation and can be used as a research resource

This list is not exhaustive, and Gwent Archives will consider accepting library items that fall within the geographical scope of our collection policy. The items must be

- in good condition,
- made freely available for research
- not already held within our collections
- of high informational value
- owned by the depositor

Accepting Library Material

Gwent Archives accepts library items

- that are gifted or bequeathed to us
- through purchase
- by subscription

In the rare event that a large collection is offered to us, acceptance would depend on whether the entire collection meets the scope of this Policy and whether there is sufficient storage space and resource to catalogue and preserve the collection

In order to record the provenance of the collection and ensure appropriate transfer, all library deposits will be formally accessioned into the collection and the necessary paperwork completed by the Depositor and Gwent Archives staff

Collection Care and Access

Library acquisitions will be subject to the following:

- All library resources will be electronically catalogued and made available for public use onsite
- Digital items deposited electronically will initially be transferred to hard storage media such as external hard drives until we are in a position to offer suitable digital storage and access to these resources

- To ensure that these valuable resources are always available to support research, all library resources will be accessed onsite (or online if electronic) and are not available for loan.

Removal from the collection

Library items will be retained in the collection providing they continue to align with our collecting policy and are of value to research. Gwent Archives will regularly review the collection to ensure this is the case, and items that do not meet the collecting policy will be removed. These may include:

- Material beyond reasonable repair
- Out of date or old edition manuals, textbooks or guidelines
- Duplicated items
- Items for which a better condition copy is acquired

This material will be appropriately disposed of and every effort is made to find a suitable home for it. Items that are in a useable condition will be sold; transferred to similar organisations; or donated to local libraries; museums and other cultural institutions before any other form of disposal is considered. However, resources may be destroyed or passed to a recycling facility if they are no longer considered to be of research value.

Related Policies

The Library Collections Policy should be read in conjunction with the following [policies](#):

- Access Policy
- Appraisal Policy
- Archive Collections Policy
- Collections Care and Conservation Policy
- Collections Information Policy
- Collections Management Policy
- Digital Preservation Policy

Review

This policy was approved by Gwent Archives Joint Committee 18th June 2021. It will be reviewed in May 2024 or sooner if circumstances dictate.