

# LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE



## ARCHIVE POLICY

### 1. Nature and components of the archive policy

#### 1.1 Authority of document

This policy establishes the framework within which the Archive Service functions, all practices and procedures must be in accordance with its provisions.

This document has been produced by the Archivist & Records Manager, who will be responsible for the regular revision and amendment of the policy.

This document has been approved by the Information Services Advisory Group, November 2005.

#### 1.2 Purpose of the Archive Service

To preserve the School's records in compliance with *BS:5454 Recommendations for the storage and exhibition of archival documents* and *The National Archives Standard for Record Repositories*.

To make the School's records accessible to the:

- Staff of the School, providing information to support their work and to raise the profile of the School;

- Public and medical history community, providing information to support their research, private study and interest in the history of the School and related topics

#### 1.3 Administrative setting of the Archive Service

The Archive Service is part of the Library & Archive Service, which is part of Academic and Administrative Services.

The Archivist & Records Manager reports to the Head of Library Services. The Assistant Archivist reports to the Archivist & Records Manager.

The Archivist & Records Manager also has responsibility for the provision of records management, freedom of information and data protection in the School.

The Archivist & Records Manager is a member of the Centre for History in Public Health, advice on professional research issues will be sought from this body where appropriate.

### 2. Collection Statement

The aim of the School's archives is to document the history, functions and development of the School since its establishment in 1899. Material in the collections includes the administrative papers of the School, research and personal papers of prominent individuals employed by the School and deposited material of individuals who were significant figures in the establishment and development of tropical medicine and public health and who had connections with the School. This material dates from the mid-nineteenth century to the present day and relates to the United Kingdom and countries in Africa and Asia.

The main source of archival material will be acquired from within the School through:

- Appraising the records which have been stored in the School in various locations including the Library rare books room, strongroom, vaults, Secretary and Director's store room
- Transferring records from the records management service which have been assigned archival status
- Collecting outstanding records from departments, units and staff members which should be held in the archives
- Collecting material from ex-staff members (when material is offered rather than proactively pursuing individuals)
- Retrieving School material which has previously been housed in other archival repositories eg The Wellcome Library for the History and Understanding of Medicine

Archival material will be accepted in most formats, whether manuscript, printed, electronic, also photographic, drawings, film and sound recordings. However, the Archive Service will not accession material in non-paper media that we can not provide adequate long-term preservation and/or access to, for example computer discs that cannot be accessed on current hardware and that cannot be migrated to modern standards. Some artefacts and ephemera may be considered.

Material will only be held that is in compliance with the archive selection criteria (see Appendix A).

The Archive Service is not a collecting repository for historical material on tropical medicine and public health and it will not seek to acquire records which are not primarily related to the work of the School. In special cases, the accession of material relating to the history of tropical medicine and public health, which complements the existing collections, may be considered. This is at the discretion of the Archivist & Records Manager, and is subject to the limitations of space, time and resources. In this situation, the Archivist & Records Manager may seek advice and assistance from the Centre for History in Public Health and other relevant institutions, such as the Wellcome Library on the most relevant repository to house the material.

#### **Examples of other material not normally considered for acquisition:**

- Records of central or local government departments
- Any records which are closely associated by provenance with those already housed in another recognised archive repository

- Collections of reproduction or duplicate documents, the originals of which are already housed in another recognised archive repository
- Collections in certain non-paper media for which the Archive Service has no facilities for the provision of adequate long-term preservation and/or access, see above
- Collections composed entirely of published material
- Records or papers which are still in current or semi-current use by their originator(s)

### **3. Rules of acquisition**

The Archive Service will only accept material as a gift; material will not normally be purchased or accepted on loan.

The Archive Service has the right to refuse any gift.

All material must come from a bone fide source and should have a demonstrable provenance.

Depositors must have the authority to transfer the material and are required to sign a gift agreement (Appendix B).

On transferring material to the archives, copyright will be assigned to the School unless stated otherwise.

It is a condition of acceptance that archives will be available for public access once they have been catalogued. In certain circumstances, restricted access conditions may be negotiated depending on the nature of the material.

There is a strong presumption against the disposal of material accepted into the archives, however the Archive Service retains the right to dispose of material within the collection as it sees fit, although first refusal will be given to the donor and in some circumstances duplicate or material not relevant to the School's collections will be offered to other repositories.

### **4. Access**

The Archive Service is open on Monday to Friday, from 10am to 5pm.

Access is by appointment only. There are occasions when the Archive Service is unavailable due to limited staff resources so appointments are compulsory.

All researchers must complete and sign a user registration form which signifies their agreement to abide by the archive rules. All researchers are required to provide proof of identity bearing their signature (for example, a passport or debit card) when registering.

Every attempt will be made to provide access to the School's collections, but there may be occasions when some material may be exempt on grounds of confidentiality, restricted access conditions or for conservation reasons. In most cases, researchers should be made aware of these restrictions by the Archivist & Records Manager before they visit the archives.

## **5. Reproduction**

Due to the fragile nature of much of the School's archive material, items may only be photocopied by the Archivist & Records Manager or Library staff.

Photocopies of particular pages may be ordered at 15p per A4 page and 30p per A3 page (1 page per photocopy) plus £2 to cover packing and postage within the UK, and sent to the requester. Where delivery to a non-UK address is required, requesters will be sent a pro-forma invoice. Photocopying will not be done on a while-you-wait basis.

There are some items that can not be photocopied as this would cause damage to the material. This decision is at the discretion of the Archivist & Records Manager.

The Archivist & Records Manager will consider alternative arrangements for the duplication of material under special circumstances.

The use of digital cameras and hand-held scanners is only allowed with consent from the Archivist & Records Manager.

## **6. Enquiries**

The Archivist & Records Manager will answer simple enquiries by email, telephone or letter. It is not possible to undertake lengthy or complex enquiries on the behalf of researchers. Researchers will be asked to visit in person or to hire a professional researcher to undertake research on their behalf.

## **7. Guidelines for using the archives**

These guidelines are designed to minimise the risk of damage to the archive collections so as to preserve them for future use:

- No items of food or drink, including chewing gum, sweets and drinking water, may be consumed while using the material
- Pencils only may be used for note-taking, pens are not allowed. These can be borrowed from the Archivist & Records Manager or the Library Enquiries Desk
- The use of laptops is permitted
- The documents are not to be marked, written or leant on whilst they are being consulted
- The number of items which can be consulted at one time is limited to ten. Researchers are permitted to order all of the items required, but if the number exceeds ten, these items will be kept by the Archivist & Records Manager, from whom they will be made available in exchange for the consulted documents
- Researchers should ensure that they have clean hands when handling documents.
- Researchers should seek advice on how to handle material if in any doubt
- Where material is known to be damaged, this will be noted when it is issued to the user. Documents will be checked on return for any signs of new damage

- Researchers are encouraged to participate in the care of the collections. Please inform the Archivist & Records Manager if you become aware of damage to the materials you are studying
- The documents should be kept in the order in which they were found
- The use of cameras and hand-held scanners is only allowed with the consent of the Archivist & Records Manager
- Due to its fragile nature, archive material may only be photocopied by the Archivist & Records Manager or Library staff. There may be some items that can not be photocopied as they are too fragile, this is at the discretion of the Archivist & Records Manager. Photocopying will not be done on a while-you-wait basis.
- Copyright - Researchers wishing to publish material must seek permission from the copyright owner, please contact the Archivist & Records Manager in the first instance
- Data protection - Access to personal data on living persons for research purposes is only allowed on the explicit undertaking that the data are not processed to support measures or decisions with respect to particular individuals or in such a way that substantial damage or distress is, or is likely to be, caused to any data subject

## **Appendix A**

### **LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**

#### **ARCHIVAL SELECTION CRITERIA**

Archives are records which are deemed to have historical significance and are therefore permanently preserved.

Archives can be paper or electronic and include minutes, correspondence, photographs, plans, drawings, databases, and film and sound recordings.

Archives can build a picture of the institution over time as:

- A corporate entity
- A teaching and learning organisation
- A research organisation
- A member of the local community
- A member of the wider higher education community
- A community in itself

The selected records will provide evidence of what the institution has done and why, what it and its staff and students have achieved, and of its impact locally and in the wider world.

This document relates to paper and electronic records including discs, CD's and records that are stored on hard drives and the network.

Below are some questions that should help you in your decision whether to pass records to the archives for permanent preservation, if in any doubt please contact the Archivist & Records Manager:

#### **Teaching and learning**

What

- did the School teach and why?
- were the results of what it was teaching?

Why

- did it decide to teach what it teaches?

How

- were courses designed, structured and modified?
- was teaching carried out?
- successful was the teaching?
- was the success measured and reported?
- were students selected (the policy and process)?
- were students assessed and examined (the policy and process)?
- successful were they?

Where

was teaching done?

**Examples:** Course handbooks; codes of practice; examination regulations; teaching quality reviews

## **Research and development**

What

areas of research did it support and sponsor?  
were the results of that research?

Why

was that research carried out?

How

was the research carried out?  
was the research exploited?

Who

carried out the research?

When

was the research carried out?

**Examples:** Project proposals; grants awarded; final reports; research data of national and international importance

## **Strategy development and implementation**

What

were the goals of the institution?  
did the institution do to achieve those goals?  
policies did it put in place and why?  
did it decide to teach and why?  
were the results of what it did?  
were the internal management and organisational structures and how did they evolve?  
part did the academic staff and students play in the development of strategy?

Why

was the institution established?  
did it evolve in particular way?  
was it located where it is?

How

was the organisation structured and why?  
did that structure change over time and why?  
was policy decided (the process) and why?  
were academic staff selected?  
were investment decisions made?

Who

were the main players in the life and development of the institution?  
was responsible for the governance of the institution?

When

was the institution established?  
were individual departments and units within it established?

**Examples:** Committee/group minutes, agendas, papers; organisation charts; annual reports; contracts and formal agreements

### **External relations**

What

impact did the institution have on the local community?  
impact did the institution have in the wider community and internationally?  
special events have occurred?  
was their impact?  
formal relationships were established with alumni?  
structures were in place for the management of that relationship?

How

Was the institution promoted and how successful was this?  
did the staff, students and alumni contribute to this promotion?  
important were successful academic staff in the public perception of the institution?

**Examples:** Promotional material; press releases; photographs; information relating to special events and ceremonies; newsletters; media relations including newspaper cuttings, TV and radio coverage.

### **Student administration and support**

What

facilities and resources were provided for students?  
formal relationships were established with the student body?  
structures were in place for the management of that relationship?  
role did students play in the management and development of the institution?

How

were students counselled, advised and accommodated?  
did students formally (and informally) organised themselves?

Where

did its students come from and what were their backgrounds?  
did they go after graduating?

Who

were its students (in general and in particular where appropriate)?

**Examples:** Student handbooks; prizes and awards; photographs; alumni newsletters

## **Resource management**

What

were the internal management and organisational structures and how did they evolve?  
facilities and resources were provided for staff?  
premises did the institution own and/or use and on what terms?  
equipment did the institution own and/or use and why was it purchased or otherwise acquired?

How

was the institution funded for both teaching and research?  
in broad terms was the money spent?  
were academic staff selected?  
were they assessed, monitored and rewarded?  
were investment decisions made?

Where

was the institution situated and why?  
were its principal buildings and how were they acquired?

Who

were its staff (in general and in particular where significant) and what impact did they have on the success of the institution?

## **Examples:**

Finance - Annual financial report; audit reports, year end accounts, endowment information.

Personnel – Staff handbooks; codes of conduct and practice; organisation charts; honours lists

Estates – Building plans; property registers; photographs

# LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

## GIFT AGREEMENT



I.....  
of (address).....  
.....  
do hereby make a gift of .....  
.....  
to the London School of Hygiene & Tropical Medicine.

Being the sole owner of the material, I give this material (and any additions which I may make to it) unencumbered to the London School of Hygiene & Tropical Medicine and do declare that I made the gift of my own free will and without influence.

Any copyrights such as I may possess in this material are hereby assigned to the London School of Hygiene & Tropical Medicine.

The material shall be available to members of the public for reference use in the archives from the date of this deed.

Signed.....Date.....

On behalf the London School of Hygiene & Tropical Medicine, I, Victoria Cranna, School Archivist & Records Manager, accept this gift.

Signed.....Date.....