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**STATIONERS'**  
C O M P A N Y  
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## The Stationers' Company Archive

### Collection Policy

#### Mission statement

The purpose of the Stationers' Company Archive is to collect, preserve and promote the documentary evidence for the history of the Stationers' Company from its inception to the present day.

#### Scope of the collection

##### (i) Subject matter

We will collect:

- official records of the Stationers' Company
- papers of individuals who have made a significant contribution to the administration and/or development of the Company
- items which illustrate a cross-section of Company life, which might not normally survive as part of the official record.

##### (ii) Format

The following types of material will be accepted:

- paper and parchment archives;
- maps and plans;
- drawings, engravings and photographic prints;
- audio-visual records;
- Stationers' Company newsletters, magazines and other publications;
- menus, programmes and promotional material;

- electronic Company records;
- born digital material whose subject matter falls within the areas outlined in point (i) above.

Copies and transcripts are only acquired where the originals are not available and the material is of sufficient importance to our collections.

### **Methods of acquisition**

- Institutional records will be transferred by the record creators to the Archive when they are no longer in use. Only records judged to have an administrative, legal, financial or research value will be transferred for permanent retention.
- Gifted material which falls within the scope of the collection will be considered. The Company Archivist will appraise the material, and will select only those records that fall within the scope of the collection. Duplicate material or ephemeral records identified in the donation will be returned to the donor, or destroyed in a secure manner (as defined by the National Archives' guidelines), according to the donor's instructions. Material will be accepted with guidelines on Data Protection and Freedom of Information in mind. Donors' wishes on the confidentiality and copyright status of material will be discussed and agreed.
- In cases where material would be more appropriately housed in another repository, we will advise donors accordingly, in line with the national archival framework.
- The Archive will not accept deposit of material on loan.
- Purchase of records which are relevant and significant will be considered, in line with the discretionary purchasing authority of the Library and Archive Committee.

### **Responsibilities**

- The Stationers Company Archivist will acknowledge, accession, sort and catalogue all records donated to the Company's Archive. The Donor will be acknowledged in any use of the records [for a year] following the donation. Records will be sorted and catalogued in line with the Archivists' professional workflows.
- The Stationers Company will store, preserve and provide access to Archival material in accordance with current professional standards.

27 February 2020