

Lambeth Archives Collection Policy

Introduction

The aim of Lambeth Archives' collection policy is to:

- Provide information to users and potential depositors about the type and range of material we collect at Lambeth Archives.
- Provide a framework for staff responsible for buying items or accepting deposits and donations to the archives and local history library.
- Inform annual strategies and plans, enabling informed decisions on budget allocation.

The long term aims of the service are:

- To collect, organize, preserve and make accessible material about Lambeth and its people.
- To provide an relevant and accessible archive and local history studies service
- To increase and develop digital access to the archives and local studies collections
- To reach new audiences, particularly the young and those from diverse cultures
- To collaborate with other sectors and organisations, maximising the use of archives as a lifelong learning resource
- To promote and encourage the study of the borough's history and of local studies history in general

Background and scope

Lambeth Archives department has evolved from the Surrey Collection of William Minet, donated to the newly built library in 1890. Minet's collection of books, prints and manuscripts covered the whole of the pre-1888 County of Surrey, of which Lambeth was a part. For a long time there were no county- based collections and many of the boroughs had no local history provision. Lambeth Archives Department therefore continued to collect material relating to the whole of Surrey until the mid-1970s. The change in policy was mainly due to the emergence of the Surrey Record Office (now History Centre). Some Surrey

material has since been transferred to the relevant repositories but the core collections have been retained.

The service now collect records and other source material relating to or associated with the area covered by the London Borough of Lambeth and its immediate environs.

There are, however, exceptions and additions that are best explained by dividing the collections into categories:

Archives

Lambeth Archives Department is the official place of deposit for the council's records under the Local Government (Records) Act 1962.

The service manages the historical records of the London Borough of Lambeth and its predecessors: its committees and departments and the papers of significant administrative functions. These will normally be transferred to us by council departments and we aim to make the council as a whole fully aware of the need to transfer records of historical value. As a minimum we expect to receive all record classes specified in the *Record Management Society of Great Britain's Guidelines for local authorities*, which the Council has adopted as policy.

The service also actively collects the records of organisations, businesses, institutions and individuals with Lambeth connections. In certain cases records relating to areas outside of Lambeth will be acquired because they form a part of a record group with a Lambeth association. In such cases the relevant repository will be advised of the deposit.

Lambeth Archives is recognised as a manorial repository by the Master of the Rolls.

The service acquires records by donation, purchase or terms of deposit (L B Lambeth records are received as transfers). Access is given to records in accordance with Data Protection and where appropriate Freedom of Information legislation. Deposited records may be closed for public inspection for specified periods. These periods will normally be specified at point of transfer or deposit. Subject to the existing archival practice, legislation, procedures and financial constraints, the wishes of depositors will be met. Full terms of deposit are available on request.

Printed materials

Books and pamphlets

The service collects books, pamphlets, periodicals and annual reports and ephemera on or concerning the Lambeth area, its institutions, individuals and population and relating to archive collections held at Lambeth Archives. The service aims to collect all items published by LB Lambeth. The service collects fiction set in Lambeth and works by authors who have a strong association with

the borough. In addition we acquire relevant reference works on the history of London and the South East and relevant social histories and works on researching local and family history.

Illustrations

The service will add to its visual collection in a range of formats and media including traditional and digital photography, print, paint and engraving. The service actively collects both historical and contemporary images. Visual items for other areas are only acquired as part of archive collections with a larger geographical scope.

Film and video

Any cine film that Lambeth Archives receives, either in its own or as part of an archive collection, is offered on permanent loan to the National Film and Television Archive in return for a DVD or vhs video copy. We recognise the importance of storing film under the correct conditions and the NFTVA is the recognised repository for this purpose. Alternatively, if appropriate, the film will be offered to the film department of the Imperial War Museum. We aim to collect both feature and documentary material that is about or is substantially set in Lambeth.

Audio

The service aims to collect recordings made by groups or individuals with strong associations with the area.

Maps

The service aims to provide a comprehensive map coverage of the Lambeth area both historical and current. The service also hold maps of areas surrounding Lambeth and of London as a whole, where appropriate.

Online sources

The service aims to be aware of major web sites with information on Lambeth and its people, but its lack of access to appropriate technology means it does not have the capacity to take copies and preserve these.

Museum objects

Lambeth Archives has held a museum collection from the beginning, based on the Woolley Collection originally and added to in a small way over the years. With the prospect of more display space for objects at refurbished town centre libraries we are making a conscious effort to acquire more objects. As with the other collections we will be concentrating on items with a Lambeth connection but we are also acquiring objects of a more general nature for displays.

Copy material from other repositories

In order to increase the scope of our collections for our customers we have policy of buying microfilm copies of key Lambeth records from other repositories or organisations.

Strategy

In order to meet these overall objectives, to meet the needs of its customers (depositors and researchers) and to reflect the diversity of Lambeth's history, especially in the last 50 years. The service will:

- Use its professional knowledge and its knowledge of the needs of its users to collect items for the archives and local history library in a systematic way
- Consult with its customers through user feedback, the Local History Forum and our pages on the council's website.
- Scan relevant publications, journals, websites and catalogues in a systematic way to ensure that all opportunities to add to the collections are available to the service, within financial constraints.
- Continue to publicise its existence and appeal for donations both inside and outside the council
- Actively pursue records and items that reflect the diversity of Lambeth's recent history.
- Take account of the collecting policies of neighbouring and other relevant record offices, archives and libraries.

Status

This policy has been approved by the Head of Libraries, Archives and Arts and will be reviewed in three years.

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