Special Collections & Archive Collection Management Policy

Version 1.0

Document control summary

Title	RCN Special Collections and Archive Collection Management Policy
Status	Agreed
Version No.	1.0
Date of this draft	3 November 2016
Author(s)	Fiona Bourne Diane McCourt
Approved by	Nursing Practice and Policy Committee
Circulated to	ET, library and archive staff
Next Review Date	October 2021

VERSION CONTROL SUMMARY

Version	Date	Summary
	October 2016	This policy sets out the parameters for managing and developing the RCN Library and Archive collections, and informs decision making on collecting, cataloguing, preservation and access.

CONTENTS

Section		Page
1	Policy Statement	3
2	Introduction	3
3	Collecting	4
4	Ownership, Acquisition and Disposal	5
5	Cataloguing	5
6	Preservation and Conservation	6
7	Access	6
	Appendices	
Appendix A	Relevant laws, regulations and standards	9
Appendix B	Donation Agreement	11
Appendix C	List of key Stakeholders, Partners and Networks and relationships with other collections	13
Appendix D	Loan Procedure	15
Appendix E	Library and Heritage Centre: Terms and Conditions	17
Appendix F	Useful Definitions related to this Policy	21

Introduction

1. Policy Statement

1.1. This policy is operated within the RCN Library and Archive Services Collection Management Policy, which outlines the general parameters of the RCN Library and Archive Service collections.

1.2. The RCN Special Collections and Archive policy sets out the principles according to which the RCN Library and Archive Services (LAS) collects, catalogues, preserves and makes accessible its Special Collections and Archives. It outlines our commitment to meeting all industry standards for all aspects of collection management and our commitment to assuring quality, and forms part of the RCN Library and Archive Service Collection Management Policy.

1.3. We will review every five years in line with (re)application for Archives Accreditation which is administered by the DCMS: The National Archives, or earlier in response to any significant change.

2. Introduction

2.1. The RCN Special Collections and Archive act as the corporate memory of the RCN, ensuring that published outputs and key operational records are retained in perpetuity.

2.2. This policy sets four key activity areas:

- Collecting
- Cataloguing
- Preservation and Conservation
- Access

2.3. This policy provides a collections management framework for our Special Collections and Archives which ensures the RCN Library and Archive Service manages the collections legally, effectively, ethically and in line with accepted professional standards. These are set out in *Appendix A – Relevant laws, regulations and standards.*

2.4. The RCN Library and Archive Service will work closely with appropriate internal departments and external partners to ensure the continuous development of its collections.

2.5. The RCN Library and Archive Service holds sole responsibility across the UK for the creation and management of the Royal College of Nursing Special Collection and Archive.

3. Collecting

3.1. Criteria for collecting Special Collections and Archives lies with the Collection Development and Archive Managers, their experience and expertise is a vital factor in ensuring the long-term coherence of the collection. The collections are developed to ensure we hold:

- a single copy of every British nursing and health care assistant text
- a wide variety of rare and special texts related to nurses and nursing history to provide context to the history of nursing and nurses
- the corporate memory of the RCN's organisational development and achievements
- archives from individuals and organisations actively involved in UK nursing
- (or provide access to) all Nursing PhD theses from UK universities
- some international, medical, nursing fiction and biographical titles and some objects to provide collection coherence
- a handling collection for use by RCN staff to promote nursing and nursing history to members and the public

3.2. Formats: We collect in standard formats that we can support and preserve long term. The RCN Library and Archive Service does not collect items which require licenses such as: Public Records; hazardous objects and substances; human remains; or overseas cultural property.

3.3. Multiple Copies: We hold single copies only, unless an item is of particular unique importance e.g. historical annotations.

3.4. Chronological focus: We collect to ensure a comprehensive nursing collection covering the period from the 1870s to the present.

3.5. Geographic focus: Our focus is UK materials, with some international items to provide context.

3.6. Language: We collect material in English and where appropriate in Welsh. Items in other languages may be selected to provide context.

4. Ownership, Acquisition and Disposal

4.1. The Special Collection is predominantly made up of texts transferred from the lending collection with some donations; the Archive collection is largely donated, with the corporate archive being generated from RCN internal transfers. Donations come via RCN staff, RCN members and the public to the RCN Library and Archive Service team. Donations are assessed against this collecting policy and final decision to accept or reject is made by the Collection Development Operational Group (CDOG). The following principles are used:

4.1.1. The RCN Library and Archive Service requires legal ownership of all acquisitions or donations transferred to the collection and will not acquire any item unless it is satisfied regarding its ownership status.

4.1.2. The RCN Archives Service requires the transfer of copyright ownership alongside any collection that is donated - or that alternative copyright management is put in place

4.1.3. A formal donation agreement, *see Appendix B,* is required for archives, objects and collections of published material.

4.1.4. The RCN will redirect potential depositors to collections which are more suitable when appropriate. A list of key stakeholders is given in *Appendix C: List of key Stakeholders, Partners and Networks.*

4.1.5. Disposal of material is undertaken in accordance with the RCN Library and Archive Service disposal procedures and in line with the appropriate professional guidelines for the sector.

5. Cataloguing

5.1. The RCN Library and Archive Service catalogues its Special Collections and Archives according to industry standards[1]. We use published thesauri, tailored with input from RCN nursing staff. This catalogue is written in plain English and is accessible to members.

5.2. The security of the RCN Special Collections and Archive are strengthened by the catalogue providing an authoritative information audit trail that ensures we assert ownership of our collections.

5.3. Cataloguing Principles:

5.3.1. Some archival catalogue records and resources are closed in line with the RCN Library and Archive Service Access section below (to comply with regulations such as the Data Protection Act).

5.3.2. We will disseminate our catalogues by sharing them with national and international partners as indicated in the RCN Library and Archive Service Five Year Plan. See *Appendix C: List of key Stakeholders, Partners and Networks.*

5.3.3. Catalogue entries are identified as vital records and are covered within the RCN Business Continuity Policy.

6. Preservation and Conservation

[1] As at 2016 this included AACR2, DCRM (B), RDA, MARC, ISAD (G), ISAAR (CPF), NCA Rules for Indexing Names

6.1. The RCN Library and Archive Service manages its Special Collections and Archives inline with industry standards for preservation and conservation.

6.2. Formal 'loans in' or 'loans out' *see Appendix F - Useful Definitions related to this Policy* will be undertaken through CDOG and will follow the RCN loan procedures *Appendix D – Loan Procedure*. The decision to lend RCN items includes consideration of conservation and preservation issues.

6.3. The RCN Library and Archive Service will actively seek out advice on best practice, and where appropriate work collaboratively with institutions and networks. A list of key stakeholders is given in *Appendix C – List of key Stakeholders, Partners and Networks*. When required the RCN Library and Archive Service will actively seek external input from a professional conservator.

6.4. Heritage items held by the wider RCN, and which have not been identified as part of the RCN Special Collections and Archives are not covered by this policy.

6.5. The RCN Library and Archive Service has an Emergency Response Plan, agreed with RCN Estates, includes provision for a specialist emergency conservation service. The RCN Library and Archive Service monitors the condition of the collection and uses this to inform preservation planning, in discussion with estates who are responsible for the fabric of the RCN buildings and advising on external storage contracts.

7. Access

7.1. General access to the RCN Library and Heritage Centre is set out in '*Terms and Conditions'* document as in *Appendix* E.

7.2. General access to the RCN Corporate Archive considers the following:

7.2.1. The RCN Library and Archive Service supports the RCN aim of being an open and transparent organisation by enabling appropriate access to collections

7.2.2. Some records are closed in line with the Data Protection Act. All requests falling under the Data Protection Act must be agreed by the RCN Security and Compliance Manager before access is granted

7.2.3. The 'Access to the RCN Corporate Archive' procedure sets out the parameters for access agreed with RCN Governance in 2014. All requests for records under 20 years are referred to Governance

Support for approval. This includes requests for access to regional and national board records

7.2.4. All requests for access are answered taking into consideration wider RCN positions and structures. For example any requests for access from the media are shared with the Communications team; any legal or sensitive requests are shared with the Legal team

7.3. Access to Special Collections is by appointment and is invigilated by RCN Library and Archive Service staff as detailed in the Library invigilation procedure for our London site.

7.4. Access to the Archive collections is by appointment and is invigilated by Archive staff as detailed in the Archive Service invigilation procedure for our Edinburgh site.

7.5. Invigilation prevents accidental damage or loss and provides researchers with expert assistance and reduces the risk of copyright infringement. RCN Library and Archive Services staff may be required to deny access to anyone if individual items are deemed to be too fragile to access, or use.

7.6. The RCN Library and Archive Service will enable access to our Special Collections and Archives collections in line with the Library and Archive Service Audience Engagement Plan. We do this by actively supporting RCN Library and Archive Service exhibitions, public and member events and tours.

7.7. Access to RCN Digitised Content and Digital Resources:

7.7.1. The RCN Library and Archive Service supports free open access wherever possible. Our digitisation projects are delivered in conjunction with sector partners wherever possible. The preservation plan outlines the RCN Library and Archive Service plans for digitisation.

7.7.2. Born digital RCN publications and records selected for permanent preservation will be preserved and made accessible through the Library and Archive Service Digital Repository.

Appendix A – Relevant laws, regulations and standards

The RCN Library and Archive collections directly support the objectives of the RCN as set out in its royal charter.

This is a non-exhaustive list of the laws and regulations which may influence RCN collection development:

- Data Protection Act 1998 (DPA)
- International Standard for records management (ISO15489)
- Criminal Justice Act 1988
- Civil Evidence Act 1995
- Code of Practice for Legal Admissibility and Evidential Weight for Information Stored Electronically (BIP0008) published by the British Standards Institute 2008

The wider healthcare sector is particularly affected by the following, which although not usually applicable to the RCN influence our practice:

- Freedom of Information Act 2000 (FOIA)
- Access to Health Records Act 1990
- Public Records Act 1958
- Regulation of Investigatory Powers Act 2000
- Records Management: NHS Codes of Practice (Part 1 and 2) 2006
- NHS Information Governance: Guidance on Legal and Professional Obligations 2007

There are a number of British and International Standards and best practice relating to records and data management, such as:

- AACR2: Anglo-American Cataloguing Rules 2nd edition, 1978
- DCRM(B): Descriptive Cataloguing of Rare Materials (Books), Library of Congress 2007
- ISAAR (CPF): International Standard Archival Authority Record for corporate Bodies, Persons and Families, International Council on Archives, 2003
- ISAD (G) General International Standard Bibliographic Description, International Council on Archives, 1999
- MARC21: (Machine-Readable Cataloguing 21) Format for Bibliographic Data, Library of Congress, 1999
- NCA Rules for Indexing Names: National Council on Archives, 1997
- RDA: Resource Description and Access, Developed by: British Library; American Library Association; the Australian Committee on Cataloguing; the Canadian Committee on Cataloguing, The Chartered Institute of

Library and Information Professionals; Deutsche Nationalbibliothek and Library of Congress, 2010

- BS 10012:2009 Data protection. Specification for a personal information management system
- BS ISO 15489-1:2001 Information and documentation. Records management. General
- BS 10008 Evidential Weight and Legal Admissibility of electronic information
- BS ISO/IEC 27001:2013 Information technology. Security techniques. Information security management systems. Requirements
- BS ISO/IEC 27002:2013 Information technology. Security techniques. Code of practice for information security controls
- BS ISO/IEC 27005:2011 Information technology. Security techniques. Information security management systems. Requirements
- BS 7799-3:2006 Information security management systems. Guidelines for information security risk management
- PD 5454:2012 Guide for the storage and exhibition of archival materials
- PD ISO/TR 13028:2010 Information and documentation. Implementation guidelines for digitization of records
- PAS 197:2009 Code of practice for cultural collections management
- Copyright Acts 1911 and 1956
- Copyright and related Rights Regulations 2003
- Copyright, Designs and Patents Act 1988
- Copyright and Rights in Performances (Disability) Regulations 2014 (S.I 2014/1384)
- Control of substances Hazardous to Health Regulations 2002
- Fire Precautions Act 1971
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Convention for the Safeguarding of the Intangible Cultural Heritage, UNESCO, 2003
- Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970
- Treasure Act 1996
- Public Records (Scotland) Act 2011
- Public Records Act (Northern Ireland) 1923
- Public Records (Jersey) law 2002, as amended 2006
- Isle of Man Public Records Act 1999
- Legal Deposit Libraries Act 2003
- Disability Discrimination Act 1995 (Amended)

Appendix B – Donation Agreement

Royal College of Nursing

Library and Archives Donation Form

Royal College of Nursing would like to thank you for offering items to their collections. Please complete the following which helps us decide whether they will be taken into the collections.

Contact Details:

Name	Address	Telephone	Email

I wish to donate the following material to the Royal College of Nursing Library and Archives:

Description	Copyright Owner? YES/NO

I understand that by signing this form, the items I donate will become the property of the Royal College of Nursing and that the Library and Archive reserves the right to determine how they will be used or disposed of.

Signature: **Date:**

The RCN UK Library and Heritage Centre is located at 20 Cavendish Square, London W1G 0RN.

The RCN Archives is located at 42 South Oswald Road. Edinburgh.
Please see copyright permission agreement overleaf:

Copyright permission for Archives including Oral Histories,
By signing this form, donors agree to (please indicate choice):

☐ **Option 1:** Physical ownership is transferred to the RCN. Any copyright ownership is assigned to the RCN if the donor is the copyright owner. Copyright permission is assigned to the General Secretary and Chief Executive of the Royal College of Nursing. The RCN agrees to use material responsibly for exhibition and marketing purposes.

OR

☐ **Option 2:** Physical ownership is transferred to the RCN. The copyright owner wishes to maintain ownership and agrees to be contacted by the RCN Archives on behalf of researchers to assign specific permission for use of copyrighted materials for purposes other than private research.

NB This agreement does not cover items, of which the donor has no copyright ownership. Existing copyright or other rights (design, patent etc.) of items that are donated along with the donor's own items will be respected.

And agree to the conditions detailed below (please read carefully and refer to Terms of Donation policy for further details).

Signature: **Date:**

Insurance
All material held in the RCN Library and Archive is covered by the RCN's insurance policy.

Finding Aids
All material held in the RCN Library and Archive is detailed in our online catalogues available at **https://www.rcn.org.uk/library/**

Access
Both the Library Special Collections and Archive are open to the public by appointment only. Items containing information about other data subjects with whom there is no donation agreement will remain closed in line with Data Protection Act.

Donation details will remain confidential to the RCN Library and Archive and will be kept for the purposes of future contact.

Donation Form prepared by: **Date:**
(Staff name and signature)

Date Reviewed Sep 2016 **Author:** Diane McCourt **Review:** Sep 2017

Appendix C – Key Stakeholders and Partners

There is no other nursing specific collecting body within the United Kingdom.

There are archives, libraries, and museums which collect nursing and related topics, usually from a geographic or medical and health perspective. We liaise and actively create relationships with allied professionals in these bodies. Key stakeholders and partners are listed below, though there are additional working relationships with national, regional, local, specialist and academic collections.

NHS (and predecessor) records have been deposited in different ways:

- In England and Wales usually transferred to the local record office
- In Scotland usually transferred to the university sector: Glasgow, Edinburgh, Dundee, Aberdeen or Stirling.
- In Northern Ireland most NHS records have been transferred to the Public Records Office of Northern Ireland

Stakeholders and Partners include:

Barts Pathology Museum
Bethlem Museum of the Mind
BDA Dental Museum
BMA Library
British Red Cross
Chelsea Physic Garden
Florence Nightingale Museum
Freud Museum
Great Ormond Street Hospital Museum
Howard Gottlieb Center, Boston University
King's College London
Kings Fund
Langdon Down Museum of Learning Disability
Lothian Health Archives
Museum of the Order of St John
Old Operating Theatre & Herb Garret
Parliamentary Archives
People's History Museum
Royal Botanic Gardens, Kew
Royal College of Midwives
Royal College of Physicians
Royal College of Surgeons (including the Hunterian Museum)
Royal London Hospital
Royal Pharmaceutical Society
Royal Society of Medicine
St Bartholomew's Hospital Museum & Archive
Thackray Museum
The National Archives
Wellcome Library for the history of health and medicine

Networks

Consortia of Independent Health Information Libraries in London (CHILL)
Health Archive Records Group (HARG)
London Museums of Health and Medicine
Society for the Study of Labour History (SSLH)
UK Medical Collections Group

Aggregators and Mapping Projects

Aim25
Archives Hub
Copac
Discovery: The National Archives
Hospital Records Database: the National Archives
SUNCAT
WorldCat OCLC
Scotland's Sounds: National Library of Scotland
Archives Portal Europe

Commercial Partners

Ancestry
Mary Evans Picture Library

Appendix D – Loans Procedure

Loans Procedure

Loans out are the responsibility of the archives/special collections teams.

Stage 1 Contact & Choices

- Request is made for assistance finding items for an exhibition or to borrow a specific an item(s) to the archives/special collections team
- Remember that items can be scanned for use, not just loaned
- Check that the requestor has museum accredited facilities for the exhibition: environmentally suitable and secure
- Arrange a visit for the requestor to select items and create a 'long list' of the items under consideration
- Refuse loans of items which are too fragile or light sensitive. A surrogate can be made if time allows and if the requestor is willing to pay for it
- Signpost alternative sources for material if necessary
- Refine down to an agreed shortlist and take to Collection Development Operational Group meeting for approval
- Check insurance cover and inform RCN finance department of the loan details so they can advise insurers

Stage 2 Process the loan

- Create a loan agreement – use previous examples in 'exhibitions' folder and get it signed
- Agree a return date (does not have to correspond to end of exhibition e.g. may be a short loan on a single item due to condition)
- Gather items together leaving productions slips in boxes, keep other slip in exhibitions file
- Arrange for a conservator to provide condition reports (inform borrower of any recommendations by conservator including items withdrawn from agreement – amend agreement)
- Take photographs of all items
- File forms in 'exhibitions' folder in office and photos on server in 'exhibition work' folder under exhibition/borrower name
- Amend catalogue record field Access Status to indicate out on loan

Stage 3 Send items out

- Arrange with borrower for transport. Must be art mover or museum personnel
- When moving date is booked start packing items securely. If an art mover is used they may require to do this themselves during pick up
- Inform finance department to advise the RCN insurer of the move date
- Supervise packing/moving while on site (no unsupervised access to stores). Use green crates for RCN exhibitions only. Use other packaging for externals as we cannot have the crates unavailable for long
- Ensure the delivery is direct (no stops if possible) and ask for confirmation of safe arrival
- Request confirmation of item condition once unpacked

Stage 4 Return of items

- Inform finance department to advise the RCN insurer of the move date

- Check that all items have been received
- Check against condition reports and note damage. Noting damage accrued during RCN exhibitions allows us to avoid a repeat occurrence. See *Contracting a Conservator*
- Let borrower know they have been received and any problems. Damage is the responsibility of the borrower and claims may be made against their insurance if the damage is noted immediately
- If all is ok, repackage items and return them to store as quickly as possible
- Retrieve production slips and match with those in exhibitions file – add to the rest for inclusion in stats
- Amend catalogue record field Access Status to indicate availability or if out for conservation
- Keep condition reports for records
- Save and stack green crates out, not in store
- Request copies of an exhibition reports or evaluations as well as images/news articles
- Amend archive/special collection stats
- Report return/problems to next CDOG

Date Reviewed Sep 2016 **Author**: Fiona Bourne **Review**: Sep 2017

Appendix E – RCN Library and Heritage Centre - Terms and Conditions

Royal College of Nursing Library and Heritage Centre Terms and conditions

Using the Library and Heritage Centre

Everyone is welcome to use the Library and Heritage Centre to explore nursing and its history, visit the Cafe and shop, exhibitions and attend most events. Further use of the Library and Heritage Centre by members of the public, i.e. of the space, equipment and physical resources beyond that detailed above, is restricted to those conducting research into nursing or nursing history. Only RCN members, RCN staff and subscribers to the RCN Library Services are able to borrow books and use the electronic resources.

The mezzanine floor is reserved for the use of RCN members only.

Opening hours

Library and Heritage Centre opening hours are available on the RCN web site. Changes to the opening hours will be communicated via the website (www.rcn.org.uk/library), twitter (@RCNLibraries) and promoted within the Library.

Conduct within the Library

All Library users must show consideration for other library users, as outlined below.

All Library staff instructions should be followed at all times in the Library and Heritage Centre.

Behaviour

Members, staff and visitors should treat each other with dignity and respect, care and consideration as described in the *Dignity Charter for RCN members* which is available from the RCN website.

Personal music players can be used providing that headphones are used. Users are required to ensure that noise does not filter from headphones in a way that could disturb other people.

Children should be accompanied and supervised at all times by an adult and should not disturb other library users. They may use the computers and facilities when not required by an adult.

Stairwells should be kept clear owing to their use as a fire escape.

Talking is not permitted in the Quiet study area on the Mezzanine floor. Users may talk and use mobile phones in other areas of the Library at levels deemed

reasonable by Library staff. Users may be asked to speak more quietly or to move to another area of the Library at the discretion of Library staff.

Animals, with the exception of assistance dogs, are not permitted to be brought into the Library.

Smoking, including of e-cigarettes, is not allowed.

Eating and drinking
Library and Heritage Centre users may bring drinks with lids into the Library. Food may be eaten in the Library providing it is not disturbing other users or damaging library collections or equipment; no food can be consumed near the IT equipment. Users may be asked to eat in a different area of the Library and Heritage Centre at the discretion of Library staff. Any spills or other damage should be reported to a member of staff immediately. Only food and drink purchased on the premises may be consumed in the Café.

No alcohol may be consumed in the Library and Heritage Centre, unless provided by the RCN or its agreed contractors as part of a packaged event.

Personal property
The Library and Heritage Centre does not accept responsibility for personal belongings, and these must not be left unattended at any time or used to reserve seats. Library staff reserve the right to remove any unattended items, as well as items causing obstruction or inhibiting access to Library facilities such as computers and seating. Personal property left in the library will be kept for up to one month, after this it will be disposed of.

Fire alarms
Users must leave the Library when the fire alarm sounds, proceeding to the nearest available fire exit. Users must leave at any time if directed to do so by a member of staff.

Use of Library materials

All library materials and facilities should be treated with care. Library users must not in any way damage or mark any book belonging to the Library, if damage does occur the user may be liable for the cost of replacing the book. Books which are found to be damaged or marked should be reported to a member of library staff.

Items in the Special Collection may be viewed by appointment and under invigilation conditions. The Special Collection is not available for loan.

Borrowing books and access to electronic resources

RCN members may borrow up to 8 books and access subscribed electronic resources: databases, e-journals and e-books. Subscribers can borrow 3 books and use electronic resources while on-site.

No book may be removed from the Library and Heritage Centre until it has been issued at the self-issue machine or service desk.

Members are responsible for any books used or borrowed and will incur fines or charges for any late, lost or damaged books.

Contact details

Members should notify the Library and Heritage Centre of any change of address, email address or telephone number. They should also notify the RCN by using 'My RCN' on the RCN web site or by phoning RCN Direct on 0345 772 6100.

Copyright

All library users should observe copyright law when making print or digital copies including photographic copies of anything in copyright. For further information see the posters at the library photocopiers or ask a member of staff.

Use of IT facilities

Priority use of IT facilities is granted to RCN members and staff. Visitors may use the IT facilities for research into and the exploration of nursing and its history but do not have access to the subscribed electronic resources (databases, e-journals and e-books). Food may not be consumed near the IT facilities and hot drinks must have a lid.

Users should not breach any legislation e.g. Computer Misuse Act 1990, Data Protection Act 1998, Copyright Designs and Patents Act 1988.

Unacceptable use of IT facilities includes the following activities:

(a) Creating, transmitting, storing or displaying offensive, indecent or obscene material, which includes: material that deliberately and unlawfully discriminates, or encourages deliberate and unlawful discrimination, on the grounds of race, ethnicity, gender, sexual orientation, marital status, age, disability, political or religious beliefs;

(b) Creating or transmitting defamatory material or material which risks bringing the College's name into disrepute;

(c) Obtaining, transmitting or storing material where this would breach the intellectual property rights of another. This includes downloading and file sharing of music, video and image files without permissions and/or appropriate payment to third parties;

(d) Use of the IT facilities in a way that denies access to other users;

(e) Deliberate introduction, execution or transmission of malware;

Users may not:
(f) Disclose their passwords to any other person;

(g) Bypass or attempt to bypass any security measures including passwords, firewalls or network protocols.

Suggestions and Feedback

We welcome your suggestions and feedback on our services. Please complete a feedback card, speak to a member of staff or use the feedback form on our web site:
www.rcn.org.uk/development/library_and_heritage_services/contact_us/suggestions_and_feedback

Date Reviewed Sep 2016 **Author**: Sibylla Parkhill **Review**: Sep 2017

Appendix F – Useful Definitions related to this Policy

Acquisition
The act of obtaining ownership of materials which then become a constituent part of the RCN Library and Archive collection

Aggregator
A person or organization that collects information from other organisations and puts it on a single website.

Archive
This term is used to encompass four distinct meanings:

1. The records that have been identified as having continuing value and required for permanent preservation
2. Records that have been created or collated by an organisation or person in the normal course of business or life, that have been identified as an entity for permanent preservation
3. The repository or place that the records are stored in
4. The team responsible for appraising, collecting, preserving and making available archival material

Archivist
A member of staff who has archival experience and who holds a postgraduate qualification in Archives Administration.
An archivist appraises collects, preserves and makes available Archives in line with inter/national standards, with legal and fiscal demands, and who complies with a professional code of ethics. Their work regularly includes deciding what material is securely destroyed as well as what is selected for permanent preservation. Archivists deal with all formats – both physical and digital

Catalogue
A structured list of information about or relating to items within a collection.
In the Archive sector this typically contains descriptive information at various levels (known as multi-level hierarchical descriptions) from collection to item including details of the creator of the records.
In the library sector this normally contains bibliographic descriptions for individual titles and editions in the library's collection

Closed Records
Records which are not accessible for an agreed specified period of time due to either legislative compliance or the sensitive nature of the content.

Collection
A set of materials that has been collated according to a specific subject, in any format. A collection is usually brought together for reference purposes, or by individual enthusiast-collectors.

Conservation
Remedial action made to individual library and Archive items to achieve physical stability, in order to extend their useful life and ensure their continued availability. This action is usually reversible.

Digital resources
Broad term covering all digital material held in, or accessible via the library and Archives, normally categorised as either born-digital or digitised, within the RCN usually used in relation to archival materials.

Digitisation
Digitisation is the process of converting information into a digital format. In Archives and libraries this usually involves the conversion of physical text, images or recordings to both high quality digital formats for preservation and to commonly-used digital formats which are more easily accessible to users.

Disposal
Permanent removal of materials from the library and Archive collection, by planned destruction or transfer to another organisation.

Donation
Any addition to the Library and Archive collections. Usually a gift of materials from another location or agency.

Electronic resources (e-resources)
Broad term covering digital published material, within the RCN accessed via the library, such as e-books or e-journals.

Format
The physical or digital medium in which information is recorded or carries, such as paper, vellum, book, magnetic tape, floppy disc, chocolate, memory stick, digital software file types (txt, doc, pdf)

Library
A Library is a collection of sources of information and similar resources made accessible for reference or borrowing. It provides professional assistance to members in addition to provide access to material.

Librarian
A librarian is an information professional with a graduate qualification in Information Management, who collates and facilitates access to information.

Loans In
‘Loans in’ refers to items which are formally borrowed from an external collection for exhibition, these become the responsibility of the borrower whilst on loan. Such items are covered by individual loan agreements and Loans Procedures

Loans Out
'Loans out' refers to items which are formally lent to an accredited external organisation for exhibition, these become the responsibility of the borrowing institution whilst on loan. Such items are covered by individual loan agreements which are part of the Loans Procedures

Preservation
All actions applied to retard deterioration, prevent damage and extend the useful life of materials and objects. These considerations include monitoring and controlling appropriate environmental conditions; providing adequate storage and physical protection; establishing exhibition and loan policies and proper handling procedures; emergency planning and the creation and use of surrogates.

RCN Library and Archive Service
The RCN team who deliver the Library and Archive Service. This includes the customer service, information literacy, library e-Systems and collection development teams based in the Library & Heritage Centre in London and the Archives team based in Edinburgh.

Repository
The building, room or space set aside for the storage of Archives. Archival repositories are constructed to meet specific standards that ensure the security and preservation of Archives, namely *PD 5454:2012 Guide for the storage and exhibition of archival materials.* A repository also needs to enable appropriate access can be gained to those people who deliver and/or use the Archive service.

Selection
The procedures used by archivists and librarians to identify suitable materials for acquisition and donation.

Internal Transfer
The handover of RCN published or archival material from any part of the RCN to the RCN Library and Archive team.