



Royal Conservatoire
of Scotland

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Archives & Collections, Collection Policy

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Collection Policy

April 2018



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Strategic Vision

The Royal Conservatoire of Scotland Archive maintains the institutional records of the Conservatoire and its predecessors which were created and have been accumulated since its foundation in 1847. One of the key pillars of the Conservatoire's strategic plan (2015-20) is the "***pursuit of focused excellence***". Within that pillar, we will:

Embed research across our artistic and academic community to further enhance the vitality of our work, and achieve sustainability.

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Create a culture of continuous professional development to enhance and enrich the student and staff experience across the Royal Conservatoire, maintaining and enhancing delivery of our degree and pre-HE programmes, as well as ensuring excellence and sustainability.

To this end, The Royal Conservatoire of Scotland's Archive seeks to collect original and unique records and collections which support research, as well as the wider learning and teaching specialisms in the Royal Conservatoire family.

Collection Areas

The Royal Conservatoire of Scotland's Archives & Collections are interested in collecting materials and records in all areas of performance related activity, and particularly those with a geographical pertinence to Scotland and the city of Glasgow.

Records can be internally transferred, gifted, deposited or (in exceptional cases) purchased. In acquiring collections every effort will be made to avoid conflict and duplication with the collecting policies of other public archive services.

The Royal Conservatoire of Scotland's Archives & Collections actively seek to acquire records and collections in the following areas:

- Royal Conservatoire of Scotland institutional records
- Royal Conservatoire of Scotland related records
- historical performance records (with particular emphasis on Scotland)
- personal papers relating to performance / arts personalities
- original manuscripts of music, plays, choreography and related ephemera
- original research collections relating to the performing arts.

The Archive is also willing to consider donations or bequests of materials which support and enhance our current collections which are not enumerated above.

Format

The Archive currently has appropriate storage facilities for materials in a variety of formats, including paper, photographs, videos (DVDs, cassettes, reel-to-reel), music (CDs, cassettes, vinyl, wax cylinders), artefacts (props, paintings etc.), instruments and digital objects (e.g. .jpg, .mp3, .wma, .pdf formats etc.). Please note that although this list is not exhaustive, items which have been published or made available as a general release at some point in their history won't normally be considered for accession to the Archive.

Uniqueness

The Archive is interested in acquiring unique and rare collections of historical, national, cultural and educational import. It may be more appropriate to offer collections of mainly published material to the Whittaker Library at the Royal Conservatoire of Scotland. Collections which are mainly duplicates or copies of records held by other local archives may be rejected. For instances whereby there is material associated by provenance in another local repository, it may be recommended that the collection is united.

Terms & Conditions of Accession

The following terms and conditions are not fully comprehensive and each accession will be considered on its individual merits. Donors will be provided with a copy of this document; the decision to gift indicates acceptance of these terms.

1. Condition

The Royal Conservatoire of Scotland's Archives & Collections reserve the right to reject items or collections for which access could never be permitted for reasons of condition or where the Royal Conservatoire would be required to spend an amount of money disproportionate to its historical or cultural value to make the records or items available for consultation.

2. Ownership

Donation is the transfer of custody of the collection(s) to the care of the Royal Conservatoire of Scotland Archive, which includes the transfer of legal ownership of all records.¹ Donations made by gift or bequest become the physical property of the Royal Conservatoire of Scotland and its successor bodies. Where ownership of records is in doubt, the Royal Conservatoire reserves the right to ask for proof of ownership before accepting gifts.

Permanent withdrawal of records after donation is not possible. The Archive will, in exceptional circumstances, consider deposits under the conditions of long-term loan.

3. Access, Cataloguing & Storage

Access to records and collections will be undertaken in a supervised search-room environment. Records are listed and catalogued as part of the Royal Conservatoire of Scotland Archive. Listing of any new intake of materials will be as resources allow. Finding aids (summaries of full catalogue listings) will be made publically available, including web publication.

The Royal Conservatoire of Scotland will store and maintain records in a secure and suitable environment. Donors will be advised of any records which are deemed to be of a specialist nature which requires storage that the Archive cannot provide.

Records may be required for exhibitions or to illustrate lectures and talks given by Royal Conservatoire staff. They may be displayed in original or copy form depending upon condition. The Royal Conservatoire of Scotland's Archives & Collections will promote its holdings to users to ensure that they are alerted to the availability of its resources and enabled to make best use of them.

Further Information

The Royal Conservatoire of Scotland's Archives & Collections are registered with the National Register of Archives (Scotland), which provides advice to owners of collections and records on the choice of a record office, archive or library where they may deposit their papers. They can be contacted at:

National Register of Archives (Scotland)
HM General Register House Edinburgh
EH1 3YY

Tel: +44 (0)131 535 1314

www.nas.gov.uk/nras/default.asp

The Royal Conservatoire of Scotland's Archives & Collections welcome approaches from within the Conservatoire and externally suggesting possible sources of records to complement collections already held. Initial enquiries should be addressed to the Archives Officer (see contact details below).

Archives Officer, Royal Conservatoire of Scotland
The Whisky Bond, 2 Dawson Rd, GLASGOW, G4 9SS
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Email: archives@rcs.ac.uk
URL: www.rcs.ac.uk/aboutus/libraryandit/archives.html

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