

University of Bristol Special Collections: Collection Development Policy

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University of Bristol Library Special Collections: Collection Development Policy

1. Background

The University of Bristol Library Special Collections comprise books, archives and manuscripts that the University considers to be of importance and relevance to its research, learning and teaching agendas.

This collection development policy covers the period 2018 to 2023 and outlines the current areas where we wish to actively acquire books, archives, manuscripts and other material to build on current strengths or to introduce new areas to the collection. The collecting priorities inform our acquisitions (purchases and gifts) and assist potential donors in looking for a suitable home for their materials.

The policy has been developed in consultation with the Special Collections Steering Group and is endorsed by the Library Advisory Group. It will be subject to review in preparation for the next planning cycle.

The policy should be read in conjunction with the [Collection Management at the University of Bristol](#) document and the University of Bristol Institutional Historic Archive Selection Policy.

The Library Service's mission is to support the University Strategy 'to be globally renowned both for the quality of our teaching and learning and for the excellence and breadth of our research and scholarship – as well as the strength of the partnerships that underpin them'. Special Collections supports this mission by preserving, mediating, promoting and, where possible, augmenting its holdings to serve the teaching, research and public engagement functions of the University. As University scholarship responds to new challenges and agendas (as reflected, for instance, in its research institutes and centres¹) Special Collections seeks to mirror this endeavour in deploying its existing resources in new ways and in its collection building. There are well-established links to the Brigstow Institute and the Centre for Material Texts and Medieval Studies and ongoing conversations with academics active in many other centres within the University.

2. Scope and significance of collections

¹ University institutes and centres can be explored at <http://www.bristol.ac.uk/research/institutes/>

The University of Bristol Library Special Collections holds the largest accumulation of rare books and manuscripts in an academic library in the West Country (consisting of over 5 kilometres of materials). In addition to unique manuscript collections of national and international distinction, much of the printed material is acknowledged as rare or unique. Major collecting themes ensure that individual collections and works gain added significance and research value in a wider intellectual context. (For instance, papers of University academics and the records of the University itself illustrate the profound impact of the institution on scholarship and the wider world). The collections represent a significant part of the national academic and cultural resource, drawing scholars, students and members of the public to Bristol from throughout the United Kingdom and overseas. Loans are made to exhibitions in Britain and further afield. Some parts of the collections may be consulted worldwide through the provision of digital facsimiles.

Considerable breadth of subject coverage is a feature of Special Collections. In part this is the natural outgrowth of over a century of acquisition in a multi-faculty institution and in part it reflects the seizing of strategic opportunities as collections have appeared on the market or their owners have sought by gift or deposit to bring materials into the public domain.

The foundations of the Library's distinction were laid by the University's coalescence in the later nineteenth century with the Bristol Medical School and the Bristol Medico-Chirurgical Society. Incorporation of the historic libraries of the Bristol hospitals and medical reading societies was matched in 1950 by the gift of their counterparts from Bath. Two further local professional libraries were absorbed, the Bristol Law Society's historic holdings (purchased for the University Library by the first Lord Dulverton in 1934) and the collections of the Bristol Society of Architects, which were given to the School of Architecture (which merged with the University in 1963).

The strategic purchase of the National Liberal Club Library and Archive in 1976, amounting to many tens of thousands of publications and manuscripts, established Bristol as one of the great repositories of political materials and inaugurated a tradition which has seen the deposit of significant complementary collections, such as the papers of the Women's Liberal Federation and the Feminist Archive South and gifts from activists.

Institutional and regional connections have drawn deposits and gifts of scholarly archives and libraries. Outstanding collections in physics, engineering, geology, and ornithology have resulted and, with significant collections also in chemistry and botany, Bristol's scientific resources rank among the most important in the country. In the Brunel Collection Bristol owns the papers of an engineering dynasty with unrivalled national recognition and an international profile.

Complementing the scholarly papers of many academics, the Library holds the archive of the University of Bristol (the first university in the West Country) and its progenitor, the University College (established in 1876) together with the archive of the Bristol Medical School (established in 1833). This collection documents not only institutional and departmental governance but also life in the University and the ownership history and architectural development of a significant part of Bristol's urban environment.

In other fields too, Bristol's collections are of national and international importance. For instance, successive gifts and deposits by Sir Allen Lane and Penguin Books trace Britain's most influential publishing house and its leading personalities in a kilometre of manuscripts

and books. Early fiction, in the past too often shunned by the ancient libraries, is present in abundance in the Early Novel Collection and collections of children's literature. Many editions are of the utmost rarity. In collaboration with the Pinney family and the British Records Association (beginning before the Second World War) an internationally important record of the sugar economy (including plantation slavery and business and domestic implications) has been created.

The Special Collections are described in overview in the Library website, in the Archives Hub and in the *Directory of rare book and special collections* and *British archives*.

Thematic strengths of the collection include:

- Architecture
- Engineering
- Historical and topographical sources
- International history
- Languages and literature, including publishing
- Medicine
- Music
- Politics and campaigning
- Religion
- Science
- University of Bristol Archive

Nicholas Lee has outlined the developments of the first century of the Library's history. (N.A. Lee, "The library of the University of Bristol, 1876-1975", in, *Archives & local history in Bristol and Gloucestershire*. 2007). Some highlights of the development of the collections are given in **Appendix 1**.

3. Principles of collecting

To strike a just balance between responding to the demands and opportunities for collection growth and the need to optimise conditions of storage, cataloguing and mediation of holdings, the following principles of collecting are followed:

- The subject matter of the acquisition is considered by the Special Collections Librarian and the Archivist in relation to collecting priorities. Preference is given to material falling within the areas of collecting priority, as indicated below, or filling notable gaps in provision.
- For substantial collections, Special Collections has an acquisition process that draws on appropriate expertise. (see **Appendix 2** for the process for agreeing acquisitions).
- The subject matter is considered in relation to the known collecting interests of other repositories in the public domain, to ascertain whether there might be an officially designated guardian or any other more appropriate home. Special Collections cannot accept national government, local authority and diocesan records. Well established channels of communication exist with institutions with known complementary interests (see **Appendix 3** for a list of these collections)
- The size of a potential acquisition is carefully considered in relation to the archival-quality storage space available to Special Collections and the ability of staff to service anticipated levels of enquiries.

- Collections in languages other than English are considered in relation to the language expertise in the University and Library.
- Existing catalogues and handlists are assessed, if available, to ascertain the extent and feasibility of the cataloguing work required.
- The state of preservation of material is considered. If its condition is such that it would require considerable conservation work before being made available for consultation, it will not be acquired, except in exceptional circumstances.
- Special Collections will acquire or outsource appropriate equipment or services for viewing or storing collections in formats not currently supported.
- Only material to which the vendor, donor or depositor has sound legal title can be considered. Transfer of title (and/or loan agreement) documentation will always be completed at the time of deposit.
- Special Collections will ensure that all parties understand the basis on which material transfers into its custodianship, whether by sale, gift, transfer or deposit. As a general rule, loans will only be accepted as additions to existing loans.
- Special Collections maintains working relationships with depositors of collections for which it receives regular accruals.
- Collections will be accepted subject to an agreement that non-essential materials may be removed and either offered back to depositors and donors or disposed of otherwise, for instance by transfer to another repository or by sale. Such materials might include duplicate books with no important copy-specific features or unannotated offprints or drafts.
- Material offered as a gift will be preferred over that for which a deposit agreement is sought.
- Special Collections reserves the right to refuse a gift, loan, donation or bequest.

4. Deaccessioning and disposal

Suitability for permanent preservation is an underlying principle of collection building. Careful and professional identification of non-essential material is made during accessioning and cataloguing of collections and disposals are made subject to agreement with depositors and donors.

Professional re-appraisal may occasionally result in a decision that an existing collection or item is no longer best located in Special Collections. In such a case every effort will be made to find an alternative home in the public domain in full co-operation with stakeholders such as donors, owners and communities of users. Special Collections will adhere to professional ethical standards as embodied in the guidance on de-accessioning and disposal issued by the National Archives and the *Disposals policy for rare books and manuscripts* of the Rare Books Group of the Chartered Institute of Library and Information Professionals.

Modern book materials under consideration for de-accessioning by the Library will be assessed for their academic and cultural significance, especially in relation to the existing collections and collecting themes of Special Collections, as well as in the context of the Library's commitment to the responsible collective stewardship of the national research resource. A set of procedures and a workflow have been developed to alert Library staff to criteria indicating suitability for addition to Special Collections.

5. Collecting priorities for the 2018 – 2023 period

5.1 Surveying Library holdings

It is recognised that many important printed works remain in the general collections of the Library, frequently originating in donations which have given their name to a Special Collection, and often of considerable age. Many are not yet described in the online book catalogue. A key challenge for the present planning period is to achieve the re-cataloguing of such stock to expand and reconstitute collections and thus maximise the potential of holdings.

5.2 Key collecting priorities

In addition to the identification and incorporation of latent potential in the Library's holdings, and routine modest incremental growth in established collections, the following areas are key priorities for the 2018-23 period:

5.2.1 Medieval and early modern manuscripts and printed books

Bristol has a small but heavily-used collection of medieval and early modern manuscripts. Its collections of sixteenth- and seventeenth-century printed books is respectable but requires augmentation and there is a dearth of fifteenth-century printing. Such resources are essential to the successful teaching of medieval studies and the history of the book, key programmes in the University e.g. in the Centre for Medieval Studies. In the last decade modest purchases and some especially generous gifts have provided some vital augmentation of the manuscript holdings. Special Collections will continue to welcome donations in these areas (placing emphasis on medieval and early modern codices) and to avail itself of any opportunities for purchase which may present.

5.2.2 Politics and campaigning

Bristol's collections are of national importance, incorporating the printed and archival holdings of the National Liberal Club. While the political process in the UK is at the heart of these holdings, Britain's status as an imperial and global power, and a member of the European Community for some decades, ensures that world affairs are a factor to be reckoned with. Thus, Charles Bradlaugh, M.P., "member for India" gave his library to the National Liberal Club and many Liberals, not least Jane Cobden Unwin, whose papers are part of the NLC holdings, campaigned on international issues such as humane treatment of the Boers.

Current collecting emphases are:

British general election campaign literature

Bristol's collection of election addresses and manifestos, outstandingly strong from the general election of 1892 to the present day, is the oldest and widest-ranging collection in the U.K. It is built up by approaches to candidates and their agents and by a large network of donors. Every opportunity is taken to improve coverage of earlier elections. The Library maintains co-operation with other collecting bodies such as the Welsh Political Archive at the National Library of Wales. Social media campaigning is currently out of scope of the collecting policy.

Liberal Party organisation and activism

These records are of national significance. Records of central party committees up to 1945 are curated in Bristol. The LSE holds later records. Bristol collects, by donation and deposit, the minutes and publications of other Liberal organisations, and interest groups, such as the National League of Young Liberals and the Association of Liberal Councillors. A particularly significant collection is the archive of the Women's Liberal Federation (now Women Liberal Democrats).

Political pamphleteering

The Library possesses one of the greatest collections of political pamphleteering in the country, outstandingly rich in 19th and 20th century publications and in the publications of the Liberal Party. All political persuasions and all periods are represented and targeted, in order to develop a comprehensive record of political debate.

Feminism

Records, printed, manuscript, audio, and digital sources relating to the women's movement/feminism in Britain and further afield in the second half of the twentieth century have been collected by the Feminist Archive South and deposited in Special Collections. These are of national importance and matched only by the collections at Leeds (Feminist Archive North) and the LSE (Women's Library). Growth is by donation and deposit and offers are considered by the Trustees and Special Collections. Complementary material on women's theatre is held by the University of Bristol Theatre Collection.

European politics

Considerable printed holdings relate to Spain in the twentieth century, and especially to the Civil War, for instance materials drawn from the papers of the left-wing activist, Don Bateman and the National Liberal Club. The John Sullivan collection is especially strong in Basque affairs. Material from and relating to the DDR (Deutsche Democratic Republic) is present in the Bateman and Pridham collections and is a major focus of the general holdings of the Library. For several decades Special Collections has followed Britain's involvement in the European Community by collecting election addresses and manifestos at every European election and in the two referenda. Special Collections recognises the need to continue this work and to broaden the scope of its research resources in the field of modern European studies,

5.2.3 University of Bristol Archive

Special Collections houses the institutional historic archive of the University central administration. In addition, a multiplicity of auxiliary sources has been accumulated to record more effectively the history of the institution. Long series of board and committee minutes furnish the raw materials of historical research and the papers of distinguished academics deepen understanding of its contribution to human knowledge. Growth is typically achieved through internal transfer and gifts. Continued collecting is required to meet record-keeping obligations and to fuel University research and outreach. Please refer to the separate collecting guidelines which address selection for the institutional archive and the institutional record retention schedule.

5.2.4 Wildlife film making

The University has recently acquired a mixed-media archive which documents the history of wildlife film-making and how it has shaped our historical, social and cultural understanding

of the natural world. The Wellcome Trust has funded a two-year project to allow cataloguing and digitisation of some of the major materials. There is known growth potential in the uncurated personal archives of practitioners in this field.

5.3 Other areas of strong ongoing interest include:

5.3.1 Architecture

A notable provincial collection in the field of architecture includes the library of the Bristol Society of Architects, established in 1850, which became the core of the holdings of the Royal West of England School of Architecture. Printed holdings are regularly updated with advice from the Bristol Society of Architects with a judicious selection of recent publications, focusing on aesthetic rather than purely technical materials. Occasional antiquarian acquisitions are made, as opportunities occur. Manuscript acquisitions are focused on local practice, in particular on augmenting the unrivalled collection of drawings and letter books from the partnership of Sir George Oatley.

5.3.2 Brunel

In the internationally important Brunel Collection, engineering is exemplified in the lives and works and professional relationships of three generations of the Brunel family, Sir Marc, Isambard Kingdom and Henry Marc. The Brunel Collection is the most important collection of manuscript material originating from within the Brunel family and includes diaries, engineering sketches, calculation and notebooks, in addition to much correspondence. Collecting is co-ordinated with the SS Great Britain Trust (with which the University is in collaboration in the Brunel Institute) and other interested repositories, such as the National Archives (specialising in the business records of railway companies) and the Institution of Civil Engineers (with substantial holdings relating to Sir Marc Brunel).

5.3.3 Science, natural history and the environment

Established collections in these fields are particularly wide-ranging and this distinction is a key component of projected ongoing ambitions. Approaches to the natural world are a strong current interest among academics and the wider public. Growth will be prioritised in:

The Eyles Collection and Geology Rare Book Collection

Forming one of the strongest concentrations of rare books and manuscripts about earth sciences in the UK, these collections include controversy about the formation of the earth, geological mapping, regional geologies, and mineralogical and mining treatises. Palaeontological content is strengthened by the library of Professor R.J.G. Savage, incorporating material inherited from Martin A.C. Hinton of the Natural History Museum. Printed holdings are international in scope and in many cases the overseas publications are of the utmost rarity. Manuscript collecting emphasises British geological thought and correspondence. Growth is by purchase of works created up to the mid-nineteenth century, using the Eyles Endowment Fund, and by donation.

Ornithology

The Wigglesworth Collection is one of the most comprehensive ornithological libraries outside the national libraries. It has considerable public engagement value, for exhibition and for natural history filming. Current periodical subscriptions, to which the collection's endowment is devoted, help to keep pace with recent scholarship. Titles date from the

sixteenth century. It includes classic works by Aldrovandi, Buffon, Le Vaillant, Gould and Rothschild; numerous local studies; and reports of scientific exploration.

Manuscripts of distinguished practitioners

Hitherto such papers have often been adjuncts to the University's institutional archive. Coverage of physics is outstandingly strong. Several collections bear on animal psychology.

5.3.4 Historical and topographical sources

Local history and topography

Focuses of ongoing collecting of printed materials include a notable series of county and local histories; garden history; and map and atlas collections. These satisfy demand from archaeologists, geographers, historians and students of landscape and garden aesthetics.

Social history

Academics of the University have made major contributions to surveying the extent and nature of poverty in Bristol and the nation. Special Collections holds papers of the Tout social survey of Bristol in the 1930s and the study of poverty and social exclusion in 1968-9 led by Peter Townsend and seeks to improve holdings relating to these and complementary projects.

International history

As befits a global university, Bristol's Special Collections is building collections of international significance. The foremost activity is in:

The West Indies (Pinney and West Indies papers)

Continuing deposits from the Pinney and related families, are augmenting one of the largest collections of papers relating to the plantation-based sugar economy, documenting slavery and business and family affairs. The strong internal and external research and teaching interest generated by these collections makes them an important target for development. Special Collections recognises the role of Bristol Archives in collecting the records of other locally owned sugar businesses and plantations.

China

A close working relationship with the Historical Photographs of China project has led to the gift and deposit of a significant body of photographs and other papers created by members of the international community in China, among them police and customs officers, missionaries, and teachers. These materials generate worldwide interest and complement the printed record of European interest in China the more recent acquisition of the Van der Loon collection of Chinese literature. This collection meets strong demand for research materials relating to Chinese history.

5.3.5 Literature and languages, including publishing archives

The archives of Penguin Books and Hamish Hamilton (with associated companies, including Rough Guides), the papers of individuals working for the companies, along with the reference collection of the published output of Penguin are of international significance and form the largest special collection in Bristol. Growth is strong, typically by deposit and gift. Occasional strategic purchases are made.

The nationally important Early Novel Collection of printed fiction in English - dating from the end of the sixteenth century to the middle of the nineteenth century – is a focus of collecting in the field of printed English literature. Emphasis is on first and early editions. Many titles are of the greatest rarity.

Fiction forms the largest genre in the children's literature collections (viewing the Oldham, Historic Children's Literature and Penguin collections together). Special Collections seeks to expand this specialisation in tandem with the Early Novel Collection and to build on holdings of children's literature more generally. With the exception of Penguin-related children's literature, where manuscript material forms part of existing interests, printed editions are the principal focus of attention.

Special Collections has outstanding holdings relating to several literary figures linked to Bristol and endeavours to build upon these whenever possible. Chief among these collections are publications and manuscripts by the Victorian historian and man of letters, John Addington Symonds, and the working-class poet, John Gregory; manuscripts of the poet C.H. Sisson; and the published oeuvre of Michael Field.

In the field of modern foreign languages older literary materials are principally concentrated in Italian, French and German. Professor Leonard Forster's gift of early imprints benefited all three language groups, and especially the German. Special Collections recognises the desirability of increasing these and more modern holdings in line with the importance of Bristol's position in the teaching of languages in higher education. It seeks to give new prominence to Portuguese, Spanish and Slavonic sources. In the context of teaching and research in the history of the book, sixteenth century imprints are especially heavily in demand.

Modern literary emphases include what is thought to be the largest British collection of books published in Germany (including both East and West Germany) under the Insel Verlag imprint, from 1912 to date (an important influence on twentieth-century publishing), and a significant collection in Slavonic languages, which includes material transferred to Bristol after the closure of departments in other universities, and is housed among the general collections of the Library.

5.3.6 Music

Bristol's holdings of eighteenth and nineteenth century printed music and nineteenth and twentieth century manuscript music collections are a distinctive feature of Special Collections, attracting worldwide interest. These collections have grown strongly in recent times, chiefly by deposit and donation and in collaboration with the University's Centre for the History of Music in Britain, the Empire and the Commonwealth. They are used to support teaching and research in the Department of Music but, for pedagogical purposes, the representation of medieval and early modern music needs augmentation. Growth in early collections and in later materials with local significance will be prioritised.

5.3.7 Medical history

The libraries of the hospitals and medical reading societies of Bristol and Bath represent a critical mass of largely printed material which is of national significance and of contemporary relevance to research and teaching in the humanities in Bristol. It forms the largest subject grouping of rare books in the University. Primary texts range in date from the fifteenth to the twentieth centuries. Every topic of concern to medical education and

practice is represented. The Spas Collection of printed works on spa resorts and water and bathing treatments is distinctive nationally. Growth is by donation and occasional purchase, especially of locally significant material.

The Children of the 90s administrative archive records the development of one of the most important birth cohort studies in the world. Special Collections expects to receive further records of this ongoing research project.

5.3.8 Religion and Philosophy

Holdings in this area date back to the earliest medieval documents in the Library. Notable among the medieval religious documents are the charters of the Cistercian abbey at Kingswood. Medieval and early modern religious life in France is illuminated by distinctive holdings of scholarly editions of the cartularies of religious houses and early antiquarianism. The bequest of T.I. Pocock made an important contribution to printed holdings in English and Reformation church history. There are distinctive holdings also relating to Buddhism and alternative religious expression and understandings. Collecting is focused on:

English Church history

Printed materials relating to religious conflicts of the Reformation era are well used for teaching but do not include English works as early as the reign of Henry VIII. As market opportunities allow, exempla will be acquired.

Moravian Church

Bristol's Moravian Church holdings are distinctive nationally. Many of the printed works are rare and some unavailable in the British Library. Based upon the deposit of the papers of the Bristol Congregation and the gift of the Right Reverend G.W. McLeavy, they are augmented by occasional purchase and gifts. The international nature of this pioneeringly ecumenical denomination is of considerable interest.

The Early Science and Philosophy Collection

This collection gathers together much early printed material on sometimes opposing intellectual trends. In it the proponents of natural and revealed religion, the partisans of the divine right of kings and of republicanism, and the doubters and believers in miracles have their say. The collection is added to by gift and occasional purchase.

Earth mysteries and the goddess movement

The collections of the Ley Trust and the papers in the Feminist Archive South of Monica Sjo and Asphodel Long provide the foundation for this collecting theme. Growth is by deposit and gift.

Appendix 1 – Special Collections Growth Timeline

1882 - date of plaque on gothic bookcase recording donation from Mrs. Mary Paley Marshall, wife of Alfred Marshall, first Principal of University College Bristol. Library records of the Marshalls' gifts have been used to gather surviving books into this press: economic and social affairs especially.

1893 – establishment in University College Bristol of a joint library by the Bristol Medical School (amalgamated with University College in the same year, though affiliated from 1879) and the Bristol Medico-Chirurgical Society. Infirmary and General Hospital libraries incorporated in 1894.

1899 – John Thompson Exley bequest: very wide-ranging but with concentrations in mathematical sciences and medicine.

1909 – merger with the Merchant Venturers' Technical College, bringing printed engineering-related material.

1910 – Francis Hill Baynes library: largely printed classical editions (small amount of papers on classics and Arabic).

1913 – John Beddoe papers: anthropology - first university-related collection (honorary professor).

1919 – Dr Joseph Wigglesworth bequest: printed ornithology.

1923 – appointment of first full time librarian, William Luther Cooper, who initiated many special collections built up piecemeal chiefly by purchase: e.g. Early Novels, Courtesy Books, Early Science and Philosophy.

1928 – first mediaeval manuscript volume purchase: C15 Latin-English dictionary.

1934 – Bristol Law Society historic printed collections purchased by Lord Dulverton for the University.

1936 – first gift of papers of Philip Napier Miles, composer and patron of music-making.

1937 – Fry Portrait Collection: engravings and extra-illustrated books.

1939 – first Pinney family deposit: sugar economy (estates in Nevis and the West Country; Bristol business).

1945 – Paget family papers from middle ages onwards: landowning family active in the economy and local administration in Somerset and Staffordshire.

1946 – first of many gifts relating to John Addington Symonds, Jnr. and his family, especially Dame Katharine Furse: literature, history of art, VAD (Voluntary Aid Detachment), WRNS (Women's Royal Naval Service).

1949 – modest selective purchase from Chichester Cathedral Library, including a few books from the family of Henry King, C17 bishop and poet. Other "redbrick" institutions also purchased.

1950 – Brunel Collection: archival donation from Brunel's granddaughter; subsequently major grant-funded purchases from family sources, in 1990 and 1996, and smaller supporting acquisitions.

1950 – Bath Medical Library gift from Bath City Council: a huge accession including the medical collections of the Parry family and John Smith Soden.

1959 – Oskar Teichman bequest: European history, especially military & statecraft (largely printed).

1960 – Prof. William Edward Garner bequest: printed chemistry and alchemy.

1960 to 1969 – gift of Allen Lane's personal collection of Penguin Books (usually signed by authors or editors).

1963 – merger of the Royal West of England School of Architecture with the University brought the combined collections of the School and the Bristol Society of Architects (est. 1851).

1965 – Theodore Innes Pocock bequest: Reformation and early modern church history (largely printed).

1966 – Bristol Moravian Church Library and Archive deposit.

1974 – Prof. Cecil Powell Papers first instalment.

1975 – Penguin Books agrees to send copy of each new publication (lasted into the new millennium).

1976 – National Liberal Club Library and Archive: the biggest ever single addition to the Library. Initiated strong growth of political collections from other depositors and, by maintaining Club traditions of collection, above all in general elections.

1980 – Dr. John Keith Horsefield gift: finance, currency and banking (largely printed).

1984 – Penguin Archive agreement (revised 1985) – inauguration of editorial archive.

1986 – Eyles Collection: history of geology and related disciplines (predominantly printed but with some significant MS content plus endowment for pre-1850 works).

1989 – D.J. Cathcart King bequest: printed material (largely) on castles and fortifications.

1995 – Prof. Leonard Forster Collection: European Baroque literature, especially German.

1993 – Don Bateman library and papers: left-wing history (late C19 to later C20).

1994 – Bristol Cathedral music deposit: C18 and C19 (largely printed but some in MS).

2001 – Frank S. Brown gift: C18 and C19 printed music (West Country vein).

2008 – Feminist Archive South deposit.

2011 - ALSPAC deposits begin: administrative archive of largest longitudinal study of health.

2014 – Historic Children’s Literature Collection: printed material from Somerset library service; wide subject base but especially fiction.

2017 – Insel Bücherei collection donated by Patrick Storrs Fox: literature in German and book design.

2017 – Historic Photographs of China photographic archive.

Appendix 2 – Acquisitions Process

1. The Special Collections Librarian and the Archivist and Special Collections Manager take responsibility for agreeing ongoing acquisitions for existing collections against the principles outlined in Section 3 of the main document.
2. For new or major accessions, the following process is used
 - a. A case for the proposed acquisition including a description of the size and scope of the collection is made in writing as a report or email
 - b. The case is shared with interested parties to gather feedback. The interested parties may include relevant academic staff, research support and academic engagement librarians, and organisations with interests in the subject matter.
 - c. An acquisitions committee assesses and reviews the potential acquisition against the acquisitions policy. A decision-making matrix may be employed to clarify issues involved.
 - d. The acquisitions committee comprises a minimum core team of three, usually the Special Collections Librarian, the Archivist and Special Collections Manager and the Assistant Director (Research), with additional expertise brought in as appropriate e.g Head of Collections and Metadata with regard to storage.
 - e. More complex acquisitions or those that require purchase or significant resourcing will be referred to the Special Collections Steering Group and/or require support from University senior managers as necessary.
 - f. The University of Bristol procurement rules and regulations (including sign off level) are followed for all purchased acquisitions.
 - g. Special Collections will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
 - h. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002 and the Dealing in Cultural Objects (Offences) Act 2003, Special Collections will reject any items that have been illicitly traded.

Appendix 3 - List of Organisations/Collections with Complementary Collecting Interests

Bristol Culture (including City Museum, M-Shed and Bristol Archives)

Bristol Archives looks after archives relating to the city of Bristol and surrounding areas. Collections which complement the University holdings include: Bristol Society of Architects, British Empire and Commonwealth Collections at Bristol Archives, Cambridge Anthropologists archives, various music societies, Bristol Cathedral Dean and Chapter, Goldney family papers, Society of Merchant Venturers, Bristol Royal Infirmary and Bristol General Hospital archives, Records of the Unitarian Church and Frenchay Chapel.

Bristol Central Library holds substantial collections of rare books, outstandingly strong in publications produced in or about Bristol and region. There is a small collection of medieval manuscripts.

LSE (British politics, including Women's Library for feminism)

The LSE is home to the Women's Library. The majority of the material dates from the late 19th Century to the present day and the overarching theme is campaigns for women's rights and women's equality.

Seven Stories and University of Reading (children's books)

Seven Stories is the National Centre for Children's Books in Newcastle and dedicated to children's literature from around 1930 to the present day. The University of Reading's collection of children's literature is approximately 6,0000 books mostly from the 19th and early 20th century.

University of Bristol Theatre Collection (feminist theatre)

The University of Bristol Theatre Collection is one of the world's largest archives of British Theatre History. Of particular interest to the Feminist Archive South Collection is the Women's Theatre Collection which offer an insight into the involvement of women and female-led theatre companies.

University of Exeter (West Country literary papers)

The University of Exeter Special Collections include the richest collection of twentieth century literary papers by writers associated with the south west of England.

University of Leeds (Feminist Archive North)

The Feminist Archive North is a sister collection to the Feminist Archive South, held at the University of Leeds.

University of Reading (publishing)

The University of Reading holds many archives related to the British book industry, including the Ladybird Books archive which was an imprint of Penguin Books.