

GNM Archive Acquisition Policy

The collection of material for the Archive is directed by the Guardian Foundation's Archive Acquisition Policy.

The Guardian Foundation will acquire records of the Guardian, The Observer and its websites, as well as records of individuals and organisations that have made a significant impact on the histories of the newspapers e.g. employees/writers. Acquisition will be through transfer, donation, purchase and, in exceptional circumstances, loan.

Where an individual or organisation is unable to dispose of its records or where the records are of exceptional significance to the Archive, a long term loan will be considered in line with the Guiding Principles for Terms of Deposit (1997) (approved by the Society of Archivists, the National Council on Archives and the Business Archive Council) on a case by case basis. Any loan will be agreed in writing by the lender and the Foundation and shall be for a fixed-term only, renewable in writing.

All acquisitions will be by prior agreement. The Foundation reserves the right to refuse ad hoc transfers whatever the source.

All donations and loans will be confirmed in writing by either a deed of gift form or loan agreement as appropriate signed by both parties.

Material offered to the Archive will be considered on its archival information value rather than its format or medium. The format of any acquired record (e.g. paper, photographic, audio-visual, electronic, etc) is bound only by the archive's professional duty of care, i.e. its responsibility to ensure adequate provision for conservation, documentation, storage and access.

The Foundation will take due account of the acquisition policies of other archive repositories collecting in the same or related areas and will consult with such institutions where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

The Foundation reserves the right to refuse any item for the collection which does not adhere to this policy.

Acquisitions outside the stated policy will only be made in exceptional circumstances and only after proper consideration by the Foundation, as the governing body, in consultation with the Archivist.

Full records of all acquisitions will be maintained.

There is a strong presumption against the disposal of any items within the Archive collection.

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While the Foundation own all material in the archive collections, the day-to-day management of the Archive is directed by the Archivist.

The Guardian Foundation is registered in England and Wales as a company limited by guarantee (company no. 8437335) and registered as a charity with the Charity Commission for England and Wales (registered charity no. 1153865). It is the charitable body of The Scott Trust Limited, owner of Guardian Media Group plc.