



Collecting Policy

Name: The Brass Bands Archive

Approving Authority: University Archivist, Heritage Quay, University of Huddersfield (hereafter 'the University of Huddersfield')

Approval Date: 2021

Review Date: 2024

Purpose

Brass Bands England (BBE) gained custodianship of the National Brass Band Archive in 2018 who renamed it The Brass Bands Archive (hereafter 'the Archive') in 2021. The arranging, listing, cataloguing and repackaging of the archive materials was overseen by BBE before it was transported to the University of Huddersfield in 2021 where it is on deposit.

The Archive is responsible for collecting, storing, preserving and presenting materials relevant to global brass band heritage. The collection focuses on items of cultural and historical significance.

The role of the archive is as follows:

- Identify, appraise, accession, arrange, describe and manage items of interest
- Provide virtual and physical access to the collection
- Promote research of the collection

Policy Statement

The Archive collects, documents, maintains and publicly presents materials relevant to global brass band heritage. This policy provides guidance on the items that will be accepted into the Archive and how these items will be managed.

This policy upholds and operates alongside the University of Huddersfield Archive Collections Management Policy (2021). The University of Huddersfield subscribes to PAS 197:2009 Code of practice for cultural collections management, and to the Archives and Records Association Code of Ethics (2020). BBE and the University Archivist will oversee all acquisitions and disposals of the Archive.

Scope

The Archive will acquire and maintain items of cultural and historical significance to global brass band heritage. Items will be acquired through donation, gift or bequest. Donors must complete BBE's Donation Agreement if they wish to deposit their items in the Archive.

The Archive currently holds items that could be broadly grouped into the following categories: Sheet Music, Books, Journals, Competition Programmes, Vinyl Records, Photographs, Trophies and Awards (including medals and badges), Stand Banners, Instruments and Uniforms.

Inclusions

The Archive will accept the following items of national significance:

- Original full scores of music arranged for brass bands
- Original audio-visual materials (e.g. vinyl records, CDs, DVDs, recordings of music/contests)
- Original photographs of bands, contests and bands persons only when they have a proven provenance
- Original published print materials related to brass bands, brass banding history and notable bands persons (e.g. books, journals)
- Original material related to brass band contests (e.g. programmes, registration cards of nationally significant performers)
- Other original materials deemed culturally and historically significant by BBE

Exclusions

The Archive will not accept the following items unless they are extremely significant and have a proven provenance:

- Musical instruments
- Trophies and awards
- Band uniforms
- Items in a poor physical condition which prohibits public access (where the cost of the necessary conservation treatment is disproportionate to their historical value)
- Duplicate material already in the collections (unless it is an original which will replace a photocopy already held in the collections)
- Reproductions of materials from other archives
- Photocopies of original materials

Conditions of Acquisition

- Acquisitions must be deemed relevant to the Archive in line with this policy
- Deposits and loans will not be accepted, only donations will be accepted
- Only donations which are, in the judgement of BBE, of sufficient quality for permanent preservation will be accepted
- Only donations with clear and valid title will be accepted in accordance with the Archives and Records Association Code of Ethics
- A list detailing the contents of the collection is desirable at the time of donation for collections of such substantial size that would otherwise be inaccessible until catalogued
- Copyright must be discussed with the donor and agreed in the Donation Agreement. It is preferable for copyright to be deposited with BBE
- BBE will ensure that both acquisition and disposal are carried out openly and with transparency
- No archival records will be acquired or disposed of in contravention of the terms of any current legislation, in particular the Public Records Acts 1958 & 1967

- 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 and the Dealing in Cultural Objects (Offences) Act 2003, BBE will reject any items that have been illicitly traded

Storage and Security

The Archive is currently stored at Heritage Quay at the University of Huddersfield. The University of Huddersfield will conform to the provisions of the standards EN16893 Conservation of Cultural Heritage – New Sites and Buildings intended for the Storage and Use of Collections and BS4971 Conservation and Care of Archival Collections. Only authorised staff may access the Archive in situ. An annual review of conservation standards will be undertaken by the University covering security, fire protection, and environmental control of storage and other areas where collections are regularly used.

Conservation and Preservation

The University of Huddersfield will conform to the provisions of BS4971 Conservation and Care of Archival Collections. The University of Huddersfield will maintain a Disaster Plan covering continuity and recovery which will be reviewed annually. Where possible, BBE will cover the cost of any staff undertaking remedial and preventive conservation measures undertaken on the archive collections and the equipment needed.

Access to the Collections

Researchers who wish to access the Archive in person may do so through the Heritage Quay Research Room at the University of Huddersfield. They must follow University of Huddersfield procedures for requesting in person access.

In the future, it is anticipated that print and audio-visual materials will be digitised and available to access through the University of Huddersfield website unless restricted by the copyright law.

All material disseminated for publication should be attributed to the Archive in accordance with University of Huddersfield's citation guidelines which are available via their website.

Outreach Activities

BBE intend to expand the Archive collections and undertake outreach activities which will include:

- Archive page on the BBE website
- Posting Archive content on BBE's social media
- Maintaining the volunteer programme through BBE
- PhD
- Public lectures and symposiums
- Inhouse and external exhibitions
- Oral histories
- Recording music kept in the archive by local bands to create an audio collection
- Archivists writing for institutional blogs, social media platforms and publications about the archive collections

Disposal

BBE will not undertake disposal motivated principally by financial reasons. BBE will, in accordance with the wishes and requirements of donors, evaluate and select for destruction those documents deemed not to be worthy of permanent preservation, and the intention shall be made clear at the time of transfer.

Glossary

Accession - The materials physically and officially transferred to a repository as a unit at a single time.

Acquisition - Materials physically and officially transferred to a repository as a unit at a single time.

Archive - A physical or digital collection of historical records.

Archivist - A professional with expertise in the management of records of enduring value.

Collecting Policy - Guidelines for selecting materials for the repository's collection that supports its mission.

Conservation - The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.

Custodian - The person or organization holding and responsible for the care of archival and other cultural materials.

Deposit - To transfer records or other materials to a repository without transfer of title.

Digital surrogate - A digital copy of an analog record.

Disposal - The transfer of records, especially noncurrent records, to their final state, either destruction or transfer to an archive.

Donation - Material for which legal title is transferred from one party to another without compensation.

Donation Agreement - a written agreement that serves as the formal expression of the terms of a gift to a repository, including the terms of the transfer of ownership of records and/or intellectual property rights.

Donor - An individual or organization who gives property or money to another without reciprocal compensation.

Loan - The temporary transfer of materials from one party to another.

Preservation - The professional discipline of protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property.

Record - Data or information stored on a medium and used as an extension of human memory or to support accountability.

Reproduction - A duplicate made from an original; a copy.