



Collecting Policy

Name: The Brass Bands Archive

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

Approval Date: 2024

Review Date: 2027

Introduction

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
- Preserve Brass Band heritage for future generations

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. It focuses on the long-term needs of the collection, and will assist in long-term decision making.

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.

Definitions

Archives are defined in this policy as:

- Records created or received by a person, family, or organisation, public or private, in the course of their affairs or activities which have been selected for permanent preservation because of their enduring value or as evidence of the functions and responsibilities of their creator.

The service's archive collection is divided between a collection inherited by BBE in 2018 of the 'National Brass Band Archive', and subsequent donations of material. The provenance of all donations will be clearly defined.

Legislative Context

BBE abides by the requirements of relevant legislation relating to collections management, including:

- General Data Protection Regulation, 2018
- Freedom of Information Act, 2000
- The Copyright, Designs and Patents Act 1988
- Equality Act 2010

Scope of Acquisitions

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: Archive and Heritage Materials, Material relating to Individual bands, Contest Material, Concert Programmes, Material relating to Individuals, Musical Instruments, Promotional Materials, Photographs, Publications, Recordings, and Sheet Music. The provenance of all donations will be recorded in the collections management system to distinguish between the material inherited from 'The National Brass Bands Archive', and subsequent donations received by BBE from individuals, organisations, and bands

Geography

BBE will give the highest priority to collecting archives and published materials related to Brass Bands, and banding in the United Kingdom. Material related to contests, concerts, and bands outside this geographical scope will be considered if there is a relationship to brass bands and banding in the UK.

Inclusions

The Archive will accept the following items of national significance:

- Original manuscript scores and parts of music arranged for brass bands, both published and unpublished.
- Original non-commercial audio-visual material e.g. vinyl records, CDs, DVDs which are recordings of competitions, contests or interviews.
- 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 which are not widely available to be purchased (e.g. books, journals)
- Original material related to brass band contests and concerts that are not available online (e.g. programmes, registration cards of nationally significant performers)
- Original material by and about nationally and internationally prominent brass musicians and bands.
- 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 proven provenance:

- Musical instruments
- Trophies and awards
- Band uniforms
- Registration cards
- CD's and DVD's of music made for profit or have previously been commercially available.
- Scores and music that are not original, not from significant people, bands or manuscript
- Newspaper clippings, and articles which would be available through other institutions such as libraries, or online sites including the British Newspaper Archive.
- 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
- Reproductions of materials from other archives
- Photocopies of original materials

Duplicate Material

Duplicates will only be accepted into the archive if they have been annotated by significant individuals/banders, and the annotations add to the research interest or contextual significance to the record. If the duplicate is original and replaces a photocopy of the original already in the archive then it will be accepted or if they are in better condition than the copy already held and therefore replace the existing item.

BBE reserves the right to refuse material that does not fall within the remit of this acquisition policy, or where there are questions over the legal ownership of the material offer. BBE will seek to suggest alternative repositories, if necessary taking advice from colleagues in the archive profession as to the most suitable home for the items offered.

Format and media

Where BBE is offered records for which it does not and cannot provide appropriate standards of care or make available to researchers, it will work with the potential depositor to find a more suitable repository. If this is not possible, the Archivist will accept items in a format for which no means of access is currently available if, in their opinion, the rejection of such will result in the destruction of material of historical significance.

Analogue items in a format which requires special equipment for access will only be accepted if BBE or Heritage Quay has the necessary equipment to enable access.

Means 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

Selection and Appraisal

Appraisal is the process of separating material of continuing value for permanent preservation from those of no further value so the latter may be disposed of. Strategies will be in place to enable appraisal decisions to be made in line with this policy, and that these decisions are transparent and fully recorded. Offers of archives will be assessed by qualified staff or with advice from the University Archivist against a criteria for collection, which will include but not limited to:

- Financial; costs of storage or conservation
- If material needs specialist skills or equipment for conservation or public access which is beyond the scope of BBE or the University of Huddersfield
- If there are duplicates in the collection
- Whether the material adds value by filling in gaps in the collection
- Does the material form part of an existing collection held in another repository
- Provenance of material

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

Public Search Room: 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.

Archives Catalogue: Listings and descriptions of BBA can be accessed on Heritage Quay's website.

Social Media and Online Platforms: We regularly post on our social media accounts and have BBA blog on the BBE website. 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.

Public Engagement: The BBA collections are intended to be used in regular outreach activities such as exhibitions, displays, lectures, volunteer programmes, blogs and community partnership activities.

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

Review and 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. BBE will find an alternative repository for records if the Brass Band Archive is no longer appropriate.

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 stabilisation of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.

Custodian - The person or organisation 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 organisation 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 minimising chemical and physical deterioration and damage to minimise 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.