

ARCHIF MENYWOD CYMRU / WOMEN'S ARCHIVE OF WALES

DEPOSIT SCHEME

A key objective of the Women's Archive of Wales is to identify, rescue and preserve materials relevant to women's lives, past, present and future. This is to be achieved through the active collecting of relevant records, and arranging for their deposit in an appropriate, recognised repository. The scheme here described, with the forms and terms of deposit attached, has been accepted by the organisations forming the Archives and Records Council Wales, which includes all local authority Record Offices.

The principle of the deposit scheme is that collections are offered to the Women's Archive of Wales, which directs them to an appropriate repository. The appropriate repository will be that with the closest links, geographically or thematically, with the creator of the collection. The choice of repository will be made in consultation with the owner of the records and the Women's Archive of Wales advisers and the repository concerned.

The physical transfer of collections can be directly between the owner and the agreed repository, or via the Women's Archive of Wales Management Board, as appropriate. The collections will be administered by the repository, which will acknowledge receipt, and hold the collection under the title of Archif Menywod Cymru / Women's Archive of Wales. Thus a virtual collection will be established, physically dispersed, but held under the name of Archif Menywod Cymru / Women's Archive of Wales and accessioned by the Women's Archive of Wales for their records.

The Women's Archive of Wales (the Depositor) will:

- Discuss offered deposits with the Management Board and the appropriate repository.
- Issue letter of acknowledgement and Terms of Deposit to the Donor, who will sign and return the attached slip.
- Arrange deposits of collections into agreed repositories.
- Receive acknowledgement of deposit, and lists of the collection when completed.
- Write to thank the donor and inform her/him of the Repository's reference number assigned to the collection.
- Administer an accessions register, and report deposits to the Women's Archive of Wales membership.

The Repository will:

- Acknowledge receipt of the collection to the Depositor and the Donor.
- Accession collections received through the Women's Archive of Wales as part of the Archif Menywod Cymru / Women's Archive of Wales collection.
- Issue a copy of the detailed record of the collection, listing all items, to the Women's Archive of Wales. Copies of this record to be available to researchers at the repository's search room and to the National Register of

Archives, and placed on the repository's database and/or the Archives Network Wales.

The Original Owner (Donor) will:

- Receive a copy of the Women's Archive of Wales Collecting Policy and Terms of Deposit, and advice as to how to deposit the material.
- Deliver, or otherwise pass, the material to the repository.
- Receive acknowledgement of receipt of the collection, including the Repository's reference number assigned to the collection.

June 2005.

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COLLECTING POLICY

The Women's Archive of Wales aims to identify, rescue and preserve materials relevant to women's lives, past, present and future, and to make this resource available to present and future generations. We will do this through exhibitions, publications and education, however collecting is our core activity.

The Archive collects diaries, letters, minute books, accounts, newsletters, photographs, and many other items which illustrate our past. We will consider any items which represent the lives, activities or experiences of women who live or lived, or are connected with Wales.

The Archive does not have a building to house its collection. Instead we have been able to make a very appropriate arrangement which takes advantage of existing facilities throughout Wales, and will make the collection accessible through a website.

The County Record Offices of Wales and all members of the Archives Council of Wales have agreed to hold material for us on deposit, as a separate Archif Menywod Cymru / Women's Archive of Wales collection. Acceptance of material will be decided according to the Collecting Policies of the individual repositories. While this material is given the same professional care and management as all other collections held in these repositories, and is available to researchers in the same way, it will remain a distinct Archif Menywod Cymru / Women's Archive of Wales collection.

The Women's Archive of Wales abides by the National Archives and Records Policy of Wales, produced by the Archive Council of Wales in 2001, which provides a set of principles for the management of archive collections. This Policy has a presumption of open access to the collections, but reasonable restrictions are respected where appropriate.

June 2005.

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TERMS OF DEPOSIT

The Women's Archive of Wales is committed to the preservation of historical sources for women in Wales. Collections will be accepted for the Archive and placed on deposit in the name of Archif Menywod Cymru / Women's Archive of Wales in an appropriate, recognised, Welsh repository. The appropriate repository will be that with the closest links, geographically or thematically, with the creator of the collection. Repositories reserve the right not to accept records which do not fulfil the criteria set out in their collecting policy. The choice of repository will be made in consultation with the owner of the records, the Women's Archive of Wales advisers and the repository concerned. The Women's Archive of Wales accepts the Terms of Deposit of the relevant repository. A list of repositories is given in Appendix A.

The repositories will regard the Archif Menywod Cymru / Women's Archive of Wales collections as deposits; ownership of collections will reside with the Women's Archive of Wales, which will maintain an Accession Register, entry in which will constitute the legal record of change of ownership of the collections. The Register will also record the physical transfer of the collection to a recognised repository.

The repositories undertake to:

- List all items under the heading of Archif Menywod Cymru / Women's Archive of Wales collections.
- Preserve the collections in suitable conditions and provide physical security and any necessary conservation.
- Make them available to researchers, having regard to any agreed restrictions on access.
- Permit them to be temporarily withdrawn by the Women's Archive of Wales, subject to receipt of reasonable notice. In the event of permanent withdrawal, the costs incurred by the repository in storing, sorting and listing the collection may be requested from the Women's Archive of Wales.
- Produce lists and required finding aids to accepted professional standards, and provide a receipt for the records at the time of deposit.

Storage, Preservation and Access

All reasonable precautions will be taken to ensure the security of deposited records.

For the purpose of security, records may be numbered with a reference number for identification, safekeeping and security, and cleaned and preserved. Film and tape records may be transferred to an archival format if that is necessary to ensure permanent preservation.

The collection will be listed, and copies of the list sent to the Women's Archive of Wales, and to the owner. A copy will be made available to researchers in the repository, and copies may, if appropriate, be sent to the National Register of Archives and made available on the Internet.

Copying and Publication

Provided that it is consistent with the safety of the material, copies will normally be supplied to members of the public for private research. The Copyright Acts will be complied with and copies supplied may not be re-copied or published without additional consent.

No items may be published in whole or in part without the Donor's consent. Acknowledgement of the owner's permission should be made in any published work. Subject to agreement, this acknowledgement will be to Archif Menywod Cymru / Women's Archive of Wales at the repository concerned.

Unless the Donor specifically states that she/he is unwilling to allow press access to the material, television, newspapers and radio may use it to create publicity for the Women's Archive of Wales and the repository. Copies may also be used for exhibition and promotional purposes.

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ACQUISITIONS PROCEDURE

1. Owner/agent (Donor) offers material to Acquisition Officer or other member of Management Board.
2. Acquisition Officer and Management Board decide whether to accept, with reference to Collecting Policies of the Women's Archive of Wales and the appropriate Repository.
3. Acquisition Officer informs Donor and Repository of decision, enclosing copy of Collecting Policy (*sample attached*). If the decision is to accept, she also sends copy of Terms of Deposit (*sample attached*), and explains to which Repository to take the material. (If necessary, she arranges for material to be collected from Donor.)
4. Acquisition Officer informs Repository of offered deposit, and requests them to receive and administer it on behalf of Archif Menywod Cymru / Women's Archive of Wales (*sample attached*).
5. Either: Donor delivers material to Repository; or: Repository collects material from Donor; or: Acquisition Officer arranges delivery of collection.
6. Repository acknowledges receipt of collection to the Women's Archive of Wales, and to the Donor for information.
7. Acquisition Officer records deposit in Accessions Register (*sample page heading attached*). This is the legal record of change of ownership.
8. Repository produces record of deposit, including collection level list and all relevant information. Sends copies to Women's Archive of Wales which adds record to database.
9. Acquisition Officer reports deposit to next Annual General Meeting of Women's Archive of Wales.

June 2005.

Column headings of Pages in Accessions Register

Date received

AMC/WAW Accession number (eg: AMC.2004.001)

Depositor

Brief description of collection

Terms

Quantity

Repository

Repository's accession number

Receipt (✓)

Collection list received (✓)

Entered on AMC/WAW database (✓)

Standard Letter to relevant repository requesting acceptance of deposit.

Dear (County Archivist etc.),

The Women's Archive of Wales has been offered the items listed below. They have been considered at a meeting of the Management Board, and we agree that they conform to our Collecting Policy. As the donor is based in (*county*)* *OR* As the collection is considered of Welsh national significance,* we would be grateful if you would agree to hold these items within the Archif Menywod Cymru / Women's Archive of Wales Collection.

I will ask the donor, (*name*), to deliver the items to you.* *OR* As the donor is not able to deliver the items in person, I wonder if you could arrange to collect them.* *OR* I will deliver these items to you on behalf of the donor.

I enclose a copy of our Acquisition Procedure and our Terms of Deposit.
(*for first deposit to particular repository only*)

* Use as appropriate

Standard Letter to donor acknowledging receipt of material.

Dear ...

I am writing on behalf of Archif Menywod Cymru / Women's Archive of Wales to thank you for your donation of This has now been deposited in (*repository*) and assigned the reference number It will be professionally cared for and made available to researchers and other members of the public in the searchroom and on the internet* *OR* held (*restrictions of access as specified by donor*)*.

We are most grateful for your donation, which makes a valuable contribution to the record of women's lives and experiences in Wales.

Use as appropriate

Appendix: Recognised Repositories

Anglesey County Record Office,

Shire Hall, Glanhwfa Road, Llangefni, Anglesey LL77 7TW

Caernarfon Record Office, (Gwynedd Archives Service)

Victoria Dock, Caernarfon LL55 1SH

Carmarthenshire Archive Service,

Parc Myrddin, Richmond Terrace, Carmarthen SA31 1DS

Ceredigion Archives,

County Offices, Marine Terrace, Aberystwyth SY23 2DE

Conway Archives Service,

The Old Board School, Lloyd Street, Llandudno, Conway Borough LL30 2YG

Denbighshire Record Office,

46 Clwyd Street, Ruthin, Denbighshire LL15 1HP

Flintshire Record Office,

The Old Rectory, Hawarden, Flintshire CH5 3NR

Glamorgan Record Office

The Glamorgan Building, King Edwards VII Avenue, Cathays Park, Cardiff, CF10 3NE

Gwent Record Office,

County Hall, Cwmbran, Torfaen NP44 2XH

Pembrokeshire Record Office,

The Castle, Haverfordwest, Pembrokeshire SA61 2EF

Powys County Archives Office,

County Hall, Llandrindod Wells Powys LD1 5LG

Wrexham Archives Service,

County Buildings, Regent Street, Wrexham LL11 1RB

West Glamorgan Archive Service,

County Hall, Oystermouth Road, Swansea SA1 3SN

National Museum & Galleries of Wales, Cathays Park, Cardiff, CF10 3NP

Swansea University including the South Wales Coalfield Archive,

Singleton Park, Swansea SA2 8PP