



## **Guildford Cathedral.**

### **Guildford Cathedral Archives Archive Collections Policy.**

#### **1. The Repository**

This collection policy covers:

Guildford Cathedral Archives  
Stag Hill  
Guildford  
GU2 7UP

[archive@guildford-cathedral.org](mailto:archive@guildford-cathedral.org)

[www.guildford-cathedral.org](http://www.guildford-cathedral.org)

The Cathedral Archive is administered by the Dean and Chapter of Guildford Cathedral.

#### **2. Legal Status of the Guildford Cathedral Archives**

- 2.1 Guildford Cathedral Archives fulfils the provision for record keeping stipulated at the Chapter Meeting on 12 July 2016.

#### **3. Policy for acquisition**

- 3.1 Guildford Cathedral Archives actively seeks to develop its collections through acquisitions
- 3.2 Guildford Cathedral Archives supports the Dean and Chapter's overall aims and objectives and development plans. The Archives preserves the archives and artefacts within its collection to the highest possible professional standards, facilitates access to them, and use them as a learning resource and through interpretation.
- 3.3 Guildford Cathedral Archives is the repository for the Dean and Chapter's own archives. It collects archives and artefacts relating to Guildford Cathedral, the building, property, staffing, community and associated activities.

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- 3.4 Guildford Cathedral Archives holds and collects artefacts owned by the Dean and Chapter of Guildford Cathedral, or closely related to existing archive holdings.
- 3.5 Records are accepted in every format; manuscript, printed or electronic. Photographs and artefacts are also collected. Film may be referred to Screen Archive South East.
- 3.6 Guildford Cathedral Archives seeks to acquire copies of items in other repositories which relate to its holdings.
- 3.7 In any case of archives being offered to Guildford Cathedral Archives which also relate to collecting interests of other repositories, the Archives would discuss the issue with those repositories and the owner of the archives, so that the archives are placed in the most appropriate home.
- 3.8 In the case of any dispute between Guildford Cathedral Archives and another repository as to the proper custodian of any collection of records, the advice of The National Archives, as a neutral arbiter, shall be sought.

#### **4. Process of acquisition**

- 4.1 Items will be accepted by gift, purchase or bequest. Bequests should be by prior arrangement.
- 4.2 Conditions for gifts are specified in the gift agreement.
- 4.3 Guildford Cathedral Archives may conduct periodic reviews of its collections, and deaccessioning or transferring records to a more suitable repository if deemed appropriate. This would only be with the approval of the lenders of records, or any bodies which had given grant aid for the purchase of these records.

#### **5. REVIEW**

- 5.1 This policy will be reviewed every two years by the Chapter of Guildford Cathedral.

**Policy Adopted: July 2016**

**Date for next review: July 2018**