

## Collecting policies

Special Collections at the University of Birmingham is a division of Academic Services. The role of Academic Services is to support and inform the development of the academic mission of the University in teaching, research and knowledge transfer.

Two policies have been approved by the [University Council \(/university/governance/Council/index.aspx\)](#) to guide the way that both the University's own archive collection and the other collections held by Special Collections and made available through the Cadbury Research Library are governed and managed to achieve the aims of Academic Services:

- [The University Special Collections policy \(PDF - 89KB\) \(/facilities/cadbury/documents/special-collections-policy.pdf\)](#). Approved and Adopted by University Executive Board on behalf of University Council on 10th December 2012.

Due to be reviewed December 2017.

- [The University Archive collection policy \(https://intranet.birmingham.ac.uk/as/libraryservices/records/index.aspx\)](https://intranet.birmingham.ac.uk/as/libraryservices/records/index.aspx). Approved and Adopted by University Executive Board on behalf of University Council on 10th December 2012.

Due to be reviewed December 2017 (please contact the Director of Special Collections if you are external to the University and wish to receive a copy of this policy. The University Archive collection policy can be consulted by those internal to the University).

Through these policies, responsibility for the governance of all matters relating to the University Archive and for Special Collections as an area of University property is delegated by Council via the Senate to the Research and Knowledge Transfer Committee of Senate.

The Director of Special Collections reports to the Registrar and Secretary, and is accountable to the University through the Research and Knowledge Transfer Committee of Senate for the range of actions taken and services provided in support of these policies.