

Libraries, Information and Archives Stock Management Policy

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Appendix 1 Manchester Libraries, Information and Archives Preservation Policy

1. Introduction

Manchester Libraries seek to make a significant contribution to the lives of people in Manchester through the vibrant and innovative delivery of high-quality leisure, cultural, learning and information services and opportunities.

Library, Information and Archive+ services are currently provided through neighbourhood libraries across the city, together with outreach community libraries, Books to Go (housebound services) and 24/7 online services for information, ebooks, eaudio and enewspapers and emagazines.

The Library Service also manages the Greater Manchester County Record Office on behalf of AGMA (the Association of Greater Manchester Authorities) and the Prison Library Service at HM Prison Manchester.

1.1 Library Service Objectives

- To prioritise library services to meet the needs of all those who live, work or study in Manchester and those who visit the city.
- To ensure the widest possible access by delivering services at the heart of communities.
- To develop Manchester Libraries as the activity centres of local communities and a conduit to wider opportunities.
- To become the logical provider and distribution mechanism for City Council information and the accepted access point for information of all types.
- To establish the Library Service as a recognised hub for partnership working, to support and add value to wider activity, including community development, lifelong learning, regeneration and the local economy.
- To provide a library service that is central to the delivery of the City Council's agreed corporate objectives and which contributes to the regional agenda.

1.2 Aims of the Stock Policy

The stock policy ensures the efficient and effective purchase and use of resources to best serve the needs of the community. It is an evolving document which will be adapted in response to the diverse needs of Manchester residents, through analysis of stock performance using both quantitative and qualitative measures, reader suggestions, surveys and the reservation system.

The stock policy reflects statutory requirements and legislation, national guidance and initiatives, such as the Libraries Connected 'Universal Library Offers' and the Our Manchester Strategy 2025-35. Equality, inclusion and sustainability are at the heart of this local strategy with a renewed focus on young people, our economy, health, housing, our environment and infrastructure.

The stock policy takes account of the role that public libraries can play in improving literacy and numeracy, supporting lifelong learning, health, well-being and digital skills and promoting the enjoyment of reading through a continuing reader development programme.

Manchester's stock policy aims to ensure comprehensive principles for staff to consult when deciding whether to acquire, discard or reject an item, enabling consistent and informed decision making and continuity of approach towards the collections.

1.2.1 Legislative Framework and Government Guidance

- Public Libraries and Museums Act 1964
- Equalities Act 2010
- Obscene Publications Act 1959, amended 1964
- Health and Safety at Work, etc Act 1974 and other relevant H&S legislation
- Sex Discrimination Act 1975 (including the Gender Regulations 1999)
- Race Relations Act 1976 and (Amendment) Act 2000
- Video Recordings Act 1984
- Copyright, Design and Patents Act 1988,
- Copyright (Visually Impaired Person's) Act 2002
- Copyright Act Guidelines 2003
- Local Government and Housing Act 1989
- The Children Act 1989
- Local Government Act 1992
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Protection from Harassment Act 1997
- Terrorism Act 2006
- Managing Safe & Inclusive Public Library Services: A Practical Guide CILIP 2023

1.3 Definition of Stock

In this policy the term 'stock' relates to all forms of library materials, including books, newspapers, periodicals, electronic resources, (including ebooks, eaudiobooks, enewspapers and emagazines) maps, microfilm, CDs, DVDs, photographs, printed music and ephemera.

1.4 Censorship

Manchester's stock policy subscribes to the Chartered Institute of Library and Information Professionals (CILIP) declaration that *"The function of a library service is to provide, so far as resources allow, all books, periodicals, etc. other than the trivial, in which its readers claim legitimate interest. In determining what is legitimate interest, the librarian can safely rely upon one guide only – the law of the land. If the publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, political, religious or racial ground alone, to satisfy any sectional interest. The public are entitled to rely upon libraries for access to information and enlightenment upon every field of human experience and activity. Those who provide library services should not restrict this access except by standards which are endorsed by law."*

Publications which have not incurred any penalties under the law will not be excluded because of opinions held within the publication but will be evaluated and judged by the standards and criteria listed in this policy.

The service will not remove items from library shelves solely at the request of an individual or group. The service will, however, consider all requests to add items to stock. The stock will therefore reflect a range of opinions and cultural perspectives.

1.5 Copying

The photocopying of all materials in our collections is subject to current law. Some items may not be copied at all, whilst others such as Ordnance Survey maps are subject to restrictions. Libraries by law are obliged to make known these restrictions to the public.

2. Stock Selection

All stock is regarded as a single city-wide resource and will include materials appropriate to the local communities being served.

2.1 Suppliers

Manchester is a member of the North West and Yorkshire Libraries Book Consortium which contracts for mainstream library stock supply.

Manchester is also a member of AGMA (Association of Greater Manchester Authorities) who contract together for other services such as ebooks, eaudio, e newspapers and emagazines.

2.2 Criteria for Selection

All staff responsible for purchasing stock will use the following criteria in selection:

- Content
- Relevance, purpose, range, coverage and scope
- Physical format
- Quality and presentation
- Currency of work
- Authority of the work, Author and Publisher reputation.
- Price
- Anticipated or existing demand
- Value to existing collections and subject coverage.
- Publication Rights and availability
- Language

2.2.1 Stock Coverage

Wherever possible we will provide our print stock for loan.

All lending stock can be accessed using our free reservation service, where reserved items are sent to a Manchester Library branch of choice free of charge for collection. We will endeavour to ensure that titles by recognised authors are purchased as a matter of course, however the selection of new and emerging authors is also extremely important to us. The library service actively seeks to purchase the works of small, independent publishers where the content is likely to be of interest to our users.

2.2.2 Community

Community need will be at the fore of our stock provision and we will ensure that our stock recognises the equal rights of all our citizens, whatever their background, nationality or culture.

We aim to work in partnership with others wherever possible to help bring a range of different perspectives to inform the development of a broad and representative stock. This can include working with local residents, community groups, other council teams, partner agencies, authors, publishers and suppliers. We will actively engage with those who are experts in distributing and celebrating diverse literature, drawing on their knowledge and expertise in our collection building.

We will endeavour to reach as wide an audience as possible by working with partners in developing and maintaining community collections outside of library buildings.

2.2.2.1 Community languages

Stock will be provided in the English language and in a range of languages other than English. We review a range of available data to build collections that reflect the changing needs of the community located around each library.

It is necessary to acknowledge that the fulfilment of this aim may be limited by the market availability of content in some languages and corresponding metadata records.

2.2.3 Children and Young People

Manchester prioritises work with children and young people and will provide a wide range of materials:

- to support educational attainment, material for homework and independent study.
- to support information and cultural needs.
- to encourage language and communication skills for pre-school years.
- to provide recreational stock, encouraging reading for pleasure, language, numeracy and literacy skills.
- to provide materials to help children understand emotional or physical issues positively.
- to provide materials with positive images and role models.

Borrowers under the age of 13 will automatically be able to borrow from our children's stock in the library. This applies to our print collections and our electronic collections.

The responsibility for a young person's access to and use of various media remains with the parent or guardian.

2.2.4 Stock for visually impaired people

We will hold stock for visually impaired people in our collection. This may include large print and audiobooks on CD and MP3. We also have a large collection of electronic audiobooks and electronic books compatible with screen readers.

2.2.5 E-resources

Online services play a key role in Manchester's aim of reaching the needs of all those who live, work or study in Manchester. We will offer 24/7 online services from commercially subscribed information services and we will also develop local digitised projects to exhibit the unique collections housed in the Central Library and Archives+.

Ebooks, eaudio, newspapers and emagazines enhance our reading offer and we share a platform for these services with other North West Library Authorities to ensure that we offer a wide selection of material.

2.3 Readers' Requests and Stock Suggestions

All readers requesting stock already in our collection can use our free of charge reservation process and items will be delivered to the pick-up library of choice within the city.

All users can make stock suggestions for library purchase, which are considered within our Criteria for Selection (section 2.2). We allocate a yearly budget to stock suggestions and we work to ensure that suggestions are considered from a wide range of our borrowers, not just the most prolific requestors. This is essential for ensuring a range of

perspectives are included, and to make sure that suggestions that may be representative of minoritised people and communities are integrated in this process.

The library operates an Inter Library Loan Service for specific requests for items not held by Manchester Libraries. The library service will endeavour to acquire the material on behalf of the requestor but there is a non-refundable administration charge for this service.

2.4 Donations and External Funding

We welcome donations and external funding towards the collections, however items will only be added to stock if they are in an acceptable physical format and they add value. Availability of quality catalogue data to ensure donated items can be made discoverable on library our catalogue is also a consideration. Any donations not accepted for stock will be subject to the same disposal guidelines as our own stock. Decisions on lending stock suitability rest with the Service Development Manager and Service Development Co-ordinators but all donations will be subject to the Censorship criteria as set out in section 1.4.

Donations to the Special Collections will be considered by the Central Library Collections panel.

2.5 Unsolicited Stock

Some authors and publishers send invoiced stock that we have not ordered in the hope that we will both pay for it and possibly order extra copies. All unrequested stock will need to be collected from the library service as we will not pay postage costs to return.

2.6 Self Publication

Manchester Library Service is often asked to acquire, either by purchase or donation, books which have been self-published. We define self-publication as being where an author has sole control of the content without the collaboration of an established publisher to provide editorial processes, where a company charges the author for the actual printing or production costs of the book, or for some other part of the publishing process. Our position does not imply any value judgement on the quality of self-published books; however, libraries are reliant on publishers to carry out editorial review and legal checks and there are possible risks if this is not undertaken. Our policy is therefore not to purchase self-published books apart from a few exceptions.

The exceptions are:

- Self-published books that relate to the Manchester borough and its environs. These will be considered for purchase or donation and if added to stock content and legality remain the responsibility of the author.
- Self-published books that have undergone independent scrutiny such as a nomination for a literary award.

To be considered for purchase such books must be available from our contracted library suppliers.

3. Stock Maintenance and Editing

Library staff are responsible for ensuring that stock is clean and in suitable condition. When considering whether to keep or discard an item every item shall be judged on its merits, but the following criteria, amongst others, shall be used:

- Physical condition of the stock: is the book suitable for its purpose?
- Audience: is the book of an appropriate level and format for its audience?

- Currency: is the information contained up-to-date or if not, does the book have any other value such as historical research?
- Out of print: can we get the same information from another source, or is the work irreplaceable?
- Title / subject: is the book a recognised standard within its subject?
- Is the book so well-used that it needs replacing title for title or like for like?
- Is the book now obsolete in terms of interest in the subject area?
- Any relevance to Local History is checked before disposal and advice is taken accordingly.

Stock audits and stock work will be completed regularly in all libraries to ensure that the library catalogue is kept as up to date as possible.

4. Stock Performance

The service measures the effectiveness of its stock management by using information provided through the Library Management System, surveys and Collection HQ (evidence-based stock management software).

4.1 Reservations

All lending stock can be accessed using our free reservation service where items can be reserved and sent to a Manchester Library branch free of charge for collection.

We monitor the number of people waiting for popular titles and purchase additional copies to meet demand where possible.

4.2 Promotion

Stock that has not been issued over a certain period of time will be promoted to encourage use. If there is demand at another library it will be transferred there. If poor performance continues that item will be considered for discard.

5. Stock Recovery

Every effort will be made to minimise stock loss and recover overdue items. Overdue reminders will be sent out to borrowers who have not returned their items. Borrowers will not be able to renew an item if it has been requested by another customer. Customers with overdue items will not normally be permitted further loans until those items are returned.

6. Greater Manchester Libraries Consortium

Greater Manchester Libraries Consortium is a partnership of libraries working together to improve and widen access to resources for all their customers. The libraries are Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, Wigan and Blackburn with Darwen.

Manchester Library card holders can use their library card to borrow from these libraries in person. It is also possible to search the Greater Manchester Libraries Catalogue and to reserve books from other GM library authorities prior to collecting in person. Any items borrowed need to be returned to the library service they were collected from.

7. Preservation Policy for Archives Stock

Manchester Libraries, Information and Archives has a preservation policy that is included as Appendix 1 to this document.

8. Withdrawal and Disposal of Stock

Stock that is no longer required within Manchester libraries will be withdrawn from circulation if:

- the item is dirty or in poor physical condition,
- the item is faulty, in the case of audio-visual material,
- if the information contained within the item is out of date and not useful for historic research.

For items that have not been borrowed for a significant period of time, we will consider promotion and display or moving to a different branch prior to withdrawal.

The service has developed a special collections policy for the special collections held in Central library. A Central library collection panel will consider any de-accessioning proposals from the special collections.

9. Reader Development

Our libraries endeavour to be at the heart of the reading community across the city, strengthening engagement and confidence in reading, offering a range of choices and formats, raising the status of reading as a creative activity, advocating for the health and well-being benefits of reading and offering opportunities to share reading experiences. Through our offer we aim to support the building of skills to allow people to achieve their full potential.

Manchester is a UNESCO City of Literature. A consortium including Manchester City Council, the Universities, Manchester Literature Festival, plus a range of the city's writers, publishers and literary organisations come together to support this work.

Event programming in the libraries is an integral part of our offer. The range of events is designed to appeal to and be accessible to Manchester residents and reflect the diversity of our users and non-users. We participate in and support local and national initiatives and festivals.

For further information, please contact:

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Appendix 1 Greater Manchester Collections Development Policy and Strategy

1. Introduction

This policy and strategy covers the district archive and local studies services for the following local authority archive services in Greater Manchester:

- Bolton Archives and Local Studies
- Bury Archives and Local & Family History Service
- Greater Manchester County Record Office
- Manchester Archives and Local Studies
- Oldham Local Studies and Archives
- Stockport Local Heritage Library
- Tameside Local Studies and Archives
- Trafford Local Studies
- Rochdale Local Studies and Archives
- Salford City Archives and Local History Library
- Wigan Archives and Local Studies

The services aims to locate, collect, preserve and make as widely available as possible archive and local studies collections for the benefit of present and future generations. All services contribute to the aims and objectives of their parent organisations.

This policy sets out statutory obligations, what will be collected, collecting priorities and how it will be collected and publicised.

Archives or records are documents produced by individuals and organisations in the course of their life and work. They are no longer needed to conduct current business, but they are considered worthy of permanent preservation because of their evidential, administrative or historical importance. They can be of any date and in any format (including digital format) and they are often unique and irreplaceable. They are the raw material of history and reveal the past, explain the present and guide the future.

This policy applies to all archive and local studies material regardless of format including, parchment, manuscript, digital records, photographs, maps, and books.

Services will not collect material judged not to be of permanent historical value.

2. Archive Statutory Obligations

- All services are empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under the Local Government (Records) Act, 1962.
- All services are authorised to collect the official records of its parent local authority, its predecessor authorities under the Local Government Act, 1972.
- The following services are approved by the National Archives as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967:

- Bolton Archives and Local Studies
 - Bury Archives and Local & Family History Service
 - Greater Manchester County Record Office / Manchester Archives and Local Studies
 - Stockport Local Heritage Library
 - Tameside Local Studies and Archives
 - Wigan Archives and Local Studies
- The following services are not approved places of deposit. At present the Greater Manchester County Record Office holds public records for the geographic areas they represent:
- Oldham Local Studies and Archives
 - Rochdale Local Studies and Archives
 - Salford City Archives and Local History Library
 - Trafford Local Studies
- Manchester Archives & Local Studies and Wigan Archives & Local Studies are designated as Diocesan Record Offices under the Parochial Registers and Records Measure, 1978 as amended 1992.

3. Standards

The following services have adopted the Standard for Record Repositories issued by the National Archives:

- Bolton Archives and Local Studies
- Bury Archives and Local & Family History Service
- Greater Manchester County Record Office / Manchester Archives and Local Studies
- Oldham Local Studies and Archives
- Stockport Local Heritage Library
- Tameside Local Studies and Archives
- Trafford Local Studies
- Rochdale Local Studies and Archives
- Salford City Archives and Local History Library
- Wigan Archives and Local Studies

4. Geographic area definition

The services will collect material for the following geographic areas:

Repository	Area	Notes
Greater Manchester County Record Office	“Greater Manchester” consists of the administrative county of Greater Manchester as at 1 April 1974. This includes the metropolitan boroughs of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, and Wigan.	Donors or depositors of records which cover more than two of the ten districts of Greater Manchester will be deposited with the Greater Manchester County Record Office.
Bolton Archives and Local Studies	Bolton Metropolitan Borough	Local Studies will also collect material relating to Anglezarke, Rivington, North Turton and Little Hulton, which were formerly within the ancient boundaries of Bolton-le-Moors and Deane.
Bury Archives and Local & Family History Service	Bury Metropolitan Borough	Including the Townships.
Manchester Archives and Local Studies	City of Manchester	
Oldham Local Studies and Archives	Oldham Metropolitan Borough	This includes the distinctive geographical areas of Chadderton, Crompton, Failsworth, Lees, Royton, Oldham and Saddleworth.
Stockport Local Heritage Library	Stockport Metropolitan Borough	
Tameside Local Studies and Archives	Tameside Metropolitan Borough	
Trafford Local Studies	Trafford Metropolitan Borough	Includes Altrincham, Sale, Stretford, Urmston, Bowdon, Hale, Timperley, Carrington, Dunham Massey, Partington and Warburton
Rochdale Local Studies and Archives	Rochdale Metropolitan Borough	Includes Middleton, Heywood, Norden, Littleborough, Milnrow and Newhey.
Salford City Archives and Local History Library	City of Salford	

Wigan Archives and Local Studies	Wigan Metropolitan Borough	Includes records created by Wigan Leisure & Culture Trust in operations outside the Wigan Borough.
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5. Scope of collecting policy (Archives)

Services will collect archives for the geographical areas outlined above.

These will include:

Council Records

- Official archives of their parent bodies and predecessor authorities in accordance with local retention guidelines and *Guide for identifying and preserving local authority records in Greater Manchester with historical and research value* (2006)

Public Records

- Public records under the Public Records Acts (see above). Public records include court records, workhouse & hospital records, prison records, and regimental records.
- The records of the Port of Manchester will be collected by Manchester Archives and Local Studies.
- The records of the Manchester Regiment will be collected by Tameside Local Studies and Archives.

Places of Worship Records

- Manchester Archives and Local Studies collects diocesan records for the Diocese of Manchester and parochial records of the parishes within the Diocese of Manchester in accordance with the Parochial Registers and Records Measure.
- Wigan Archives and Local Studies collects Anglican parish records for those parts of the Liverpool Diocese that currently fall within the administrative metropolitan borough of Wigan (Deaneries of Wigan and Winwick). The office is also responsible for locating, selecting and preserving the records of the Diocese. There are occasions nonetheless when parish records will be held for churches currently outside the boundaries of the metropolitan borough.
- Cheshire Archives collects records from Anglican parishes in the Diocese of Chester.
- Cheshire Archives collects records from Roman Catholic parishes in the Diocese of Shrewsbury from those parts of the Diocese which lie within the pre-1974 boundaries of Cheshire (including the former County Boroughs of Birkenhead, Wallasey, and Stockport and City of Chester). Lancashire Record Office serves as the Diocesan Record Office for the Roman Catholic Diocese Salford.

- Methodist church records for circuits of the Manchester and Stockport District will be collected in accordance with the policy of the Manchester and Stockport Methodist District Archivist as set out in the *Manchester and Stockport Synod Directory*.
- Records of synagogues for Greater Manchester are collected by Manchester Archives and Local Studies.
- Records for other non-conformist churches and places of worship are collected by each service for their geographical area.

Community, Societies, Groups, Businesses and Personal / Family etc. Records

- Records of any date relating to all aspects of the history of their geographic area including records of communities, societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions, and political parties.
- Records for the Jewish Community for the Greater Manchester area will be collected by Manchester Archives and Local Studies.

6. Scope of collecting policy (Local Studies)

This policy does not cover Local Studies lending stock. This should be managed in accordance with the services' library stock management policy.

Services will collect local studies collections for the geographical areas outlined above. These will include:

- Reference book stock. Book stock (published and unpublished) includes material on all aspects of the history of those areas, plus books on how to 'do' local history, family history, local authors / historians, and associated subjects.
- This policy recommends that no more than 2 copies of each book should be kept. With regards to new editions and revisions the normal policy should be to retain first edition and latest edition. Copies of books that are signed by the author or have manuscript annotations should also be kept. However some services may choose to establish local standards.
- Publications of their parent authority.
- Periodicals and Journals.
- Maps. No more than 2 copies of each edition should be collected.
- Photographs, illustrations, prints, and engravings.
- Newspapers. 1 copy of each local newspaper should be kept. Services may choose to have local newspaper microfilmed.
- Ephemera including posters, fliers, leaflets and newsletters.

7. Priorities for collecting: communities and businesses

All services will ensure that the collection of archives and local studies collections reflects the broadest range possible of the life and work of the people of their geographic areas. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives of the region.

In seeking and collecting archives in future, priority will be given to:

- Archives of minoritised and underrepresented communities, such as but not limited to Black and African Disapora communities, South Asian communities, East Asian, Arab, Jewish, Lesbian, Gay, Bisexual, Trans and Queer community, and Disabled People. These communities are not well represented in collections at present.
- Archives of small businesses.
- Those wards / areas which are under-represented in our collections.

In addition the following local priorities exist:

- Trafford - Records of local Clubs and Societies which are in danger of closure or have already closed and have no capacity for the storage of archives.

8. Limitations of the collecting policy

All services will co-operate fully with each other and other repositories & museums. They will seek to avoid competition, conflict or duplication of effort and will direct potential donors or depositors of such material to the most appropriate repository.

In particularly services should be aware of the collecting policy of the following repositories:

- John Rylands Library (<http://www.library.manchester.ac.uk/deansgate>)
- Museum of Science and Industry (<http://www.mosi.org.uk/media/34468410/acquisition%20and%20disposal%20policy%202010-14.pdf>)
- Ahmed Iqbal Ullah Race Archive [The Ahmed Iqbal Ullah Race Relations Resource Centre \(racearchive.org.uk\)](http://www.racearchive.org.uk)

Donors or depositors of records which cover more than two of the ten districts of Greater Manchester will be deposited with the Greater Manchester County Record Office.

Original moving image archives will be North West Film Archive for storage, preservation, cataloguing, and providing access.

Original sound archives will be transferred to the Greater Manchester Sound Archive held as part of GMCRO for storage, preservation, cataloguing, and providing access. The exception to this is Tameside Local Studies and Archives who hold their own oral history collections and local commercial sound recordings.

9. Museum Collections

Services will not collect artefacts, three-dimensional objects and works of art. Only where there is a special relationship between an artefact and the associated archives will we seek to keep the material together. Where services are integrated with museums then they will collaborate with colleagues on such issues.

10. Existing collections

Some archive and local studies collections services may relate to areas outside their geographic area or more broadly to the North West of England. They were often acquired by services before a proper Collecting Policy was formed. There is no intention to add to these collections.

11. Publicising collections

Notice of every new collection will be made public as soon as possible. Each service will make an annual accession return to the National Archives.

The terms of the General Data Protection Regulation (GDPR) 2016 and the Freedom of Information Act 2000 will be observed in providing access to records.

12. De-accessioning

Services have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation subject to the overriding principle that the integrity of archive collections shall be maintained as far as possible.

Services shall, in accordance with the wishes of the depositor, evaluate and not retain those documents deemed not worthy of permanent preservation, and the intention to do this shall be made clear at the time of transfer.

Services should have de-accessioning policies and these should be adhered to.

13. Terms of deposit / donation

Services will seek where possible to acquire outright possession of items by donation or bequest where they fall within the collecting remits outlined in this document. However where this is not possible archives will receive items on deposit / loan.

Services will consider on an individual basis each item or collection offered for purchase. Items will only be considered for purchase when they fall inside the collecting remits outlined in this policy. Items offered for purchase will be considered on the basis of relevance and the current collections held, the content and scope of the material and value for money. The purchase of an archive will at all times acquire outright possession of the item or collection.

Services will not acquire, whether by purchase, gift, bequest or exchange, any archive or Local Studies item unless the governing body or responsible officer is satisfied that the service can acquire a valid title to the item in question and that it has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. For the purposes of this paragraph "country of origin" includes the United Kingdom.

Services will provide full terms of deposit and donations to depositors and donors.

14. Maintaining contact with depositors

Services will maintain contact with depositors, particularly major private depositors of material. Those services which act as places of deposit will maintain contact with Public Record holders.

Contact with the Diocese of Manchester and its parishes will be maintained through the Diocese Books and Documents Committee.

Services will retain contact details for depositors on their collections management systems.

Services will provide help and additional information to depositors where needed.

During a deposit or donation services will maintain regular contact with potential depositors in order to ensure the smooth accession of their material into the Archive and to answer any queries they might have.

15. Consultation

This policy was put together in consultation with archive and local studies services in Greater Manchester and the North West.

16. Review

This policy will be reviewed annually and before that if any there are any changes in legislation.