

# Draft Collection Development Policy

## British Stand-Up Comedy Archive, Special Collections,

### March 2015

---

#### **Purpose & Scope**

This document sets out the strategic approach for how material for the British Stand-Up Comedy Archive (BSUCA) is acquired and incorporated into the University of Kent Special Collections.

#### **British Stand-Up Comedy Archive (BSUCA) Vision**

To collect, preserve and make accessible the archives and records of British stand-up comedians and relating to British stand-up comedy.

#### **British Stand-Up Comedy Archive History**

The British Stand-Up Comedy Archive was created as an archive within Special Collections at the University of Kent in 2013 through the deposit of the Linda Smith Collection. The collection contains material collected by Linda Smith relating to her childhood, through her early career as a stand-up comedian and later career as a comedy writer and performer for radio and television, but also material collected and curated by her partner Warren Lakin following her death in 2006.

Following this deposit material from the comedian and political activist Mark Thomas, Tony Allen (an early alternative comedy pioneer) and John Pidgeon (journalist and radio producer) was also added to the BSUCA. These collections so far deposited<sup>1</sup> are broad in the type of material they contain, and the format on which they are held. The majority is on paper (correspondence, notebooks, handwritten and typed scripts and show transcripts) but there is a large proportion of other material including photographs and negatives, but particularly audio-visual material held on analogue magnetic media and optical media.

#### **Strategic Principles**

---

**The strategic principles of the Information Services (IS) Collection Development Strategy for the Canterbury Campus and the University of Kent Collections Development Strategy – Special Collections will be applied to the collection.**

---

**Special Collections and Archives staff will work with partners internally and externally to actively:**

- Collaborate on defining areas of interest and all aspects of collection development for BSUCA. The BSUCA seeks to support and inspire the learning, teaching and research

---

<sup>1</sup> At January 2015.

activities of the University of Kent, and to promote the University's involvement with the wider community, by developing and refining its holdings.

- Lead development of its collections by acquiring new material through offers of appropriate deposits, and through records made or commissioned through the course of BSUCA activities.
- Focus its collections on people studying and researching in these areas of interest. The BSUCA aims to encourage and promote the use of the collections in teaching, research, exhibitions, and in broadcasting, including through outreach and publicity activities, and through digitisation and digital access.
- Maximise availability, accessibility and sustainable use of the material contained in the BSUCA. The BSUCA aims to ensure that these archives are universally accessible (that they are discoverable and available).
- Ensure preservation of the special content and collections held by the BSUCA.
- Develop both physical and electronic spaces which optimise the storage, presentation and discovery of BSUCA materials.

## Content Policy

### Collecting

The BSUCA accepts material on all types of media, including paper, photographs, audio-visual media, digital media, and physical objects.

### Collecting objectives

- To collect the archives and records of British stand-up comedians, such as personal archives containing set lists, scripts, correspondence, publicity material, research notes, unpublished audio-visual recordings, as well as more unusual ephemera, such as props and costumes.
- To collect the archives and records of British stand-up comedy activities, such as the records of comedy agents, promoters, venues, journalists and broadcasters.
- To collect the archives and records made or commissioned through the course of BSUCA activities, such as audiovisual records of BSUCA events and lectures, and promotion and publicity materials.

### Outside of scope

- The BSUCA does not collect records which are still in current or semi-current use.
- Records and archives relating to stand-up comedy outside the UK that would be more appropriately archived by other institutions.

We reserve the right to reject a prospective deposit due to duplication of existing material, inadequate documentation and lack of clarity over ownership and rights, the poor physical condition of the material (which prohibits public access and is costly for the BSUCA to conserve), and inadequate resources.

## Methods of acquisition

The BSUCA will take a proactive approach to acquiring material, and will accept donated material by gift, bequest and on loan. Through a proactive approach we will advise potential depositors on the type of material that would be appropriate.

## Collection terms of deposit

The BSUCA seeks the assignment of any intellectual property rights in deposited material, or if this is not assigned or discerned, then guidance on what rights exist and a license to provide access to the materials within the collections.

If the items offered for deposit are appropriate for BSUCA collections they will become part of the collection cared for by the University of Kent Special Collections. If the archives are held on physical formats they will be kept in environmentally-controlled secure storage, and digitised for preservation and access as soon as resources allow; material deposited as digital formats will be stored on secure servers and monitored for integrity and file format obsolescence.

## Documentation of acquisition

Any material acquired for deposit within the BSUCA or on loan to the BSUCA will be documented through a Deposit Agreement. This will include the date of transfer, the name and address of the depositor, the terms of the deposit/loan and any ownership of the material or copyright where this can be discerned. This documentation will ensure accountability for the BSUCA collections and support collection management.

## Implementation and Governance

This draft policy is submitted for the consideration of the Library Management Group. Special Collections will lead the implementation of this policy, reporting internally to the Library Management Group. This policy will be subject to a two yearly review schedule, or as required to address emerging issues or changes in institutional research strategies.

## Related documents

Collection Development Strategy – Special Collections, January 2014<sup>2</sup>

Information Services Collection Development Strategy, Canterbury Campus, January 2013<sup>3</sup>

---

<sup>2</sup> Accessible at

<<http://www.kent.ac.uk/is/strategy/docs/collection-development-strategy-special-collections-jan14.pdf>>

<sup>3</sup> Accessible at <<http://www.kent.ac.uk/is/strategy/docs/collection-development-strategy-01-13.pdf>>